FENCE INSTALLATION

PERMIT APPLICATION CHECKLIST
(Return with Application)

Permit application for: ________________________________________________

Owner’s Name: ______________________________________________________

Contractor’s Name: _________________________________________________

Before any zoning approval may be granted, all of the following documentation must be submitted with an application to place the fence. By providing all information, you can assure that the application can be reviewed as efficiently as possible.

1. **BUILDING PERMIT APPLICATION** (accessory) including the following:
   A. Linear feet of fence to be installed.
   B. Signature of applicant (owner or contractor).

2. **LOT DIAGRAM** or **PLOT PLAN** on page two of application form. The drawing must include all items listed on the form, and must show where the fence is to be placed on the owners property, and its relationship to buildings and lot lines.

3. **HEIGHT**: Indicate the height of the fence. If there will be different heights, please indicate where the different heights will be located on the property.

4. **TYPE**: Indicate type of fence to be placed (i.e. chain link, picket, privacy, stockade, etc.)

5. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)

6. **PROPERTY TAX I.D. NUMBER FOR PROPERTY INVOLVED**.

You application will be reviewed when all information has been received, and a permit issued when compliance with applicable ordinance requirements has been verified. Placement of the fence should not proceed until you have first received the zoning approval permit.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 12:00 and 1:00pm to 5:00pm, Monday through Friday. PHONE at 231-882-9673; by MAIL at 448 Court Place, Beulah, MI 49617; or by FAX at 231-882-0033.

Signed: ___________________________ Date: ___________________________
Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

<table>
<thead>
<tr>
<th>SANITATION PERMIT (7) (Septic &amp; Well)</th>
<th>DRIVEWAY PERMIT (8)</th>
<th>SOIL EROSION PERMIT (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Benzie-Leelanau Health</td>
<td>Road Commission</td>
<td>Planning Office</td>
</tr>
<tr>
<td>6051 Frankfort Hwy Suite 100</td>
<td>11318 Main Street</td>
<td>448 Court Place</td>
</tr>
<tr>
<td>Benzonia, MI 49616</td>
<td>Honor, MI 49640</td>
<td>Beulah, MI 49617</td>
</tr>
<tr>
<td>Phone: (231) 882-4409</td>
<td>Phone: (231) 325-3051</td>
<td>Phone: (231) 882-9674</td>
</tr>
<tr>
<td>ZONING PERMIT</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Almira Township</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>7276 Ole White Drive</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Lake Ann, MI 49650</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>(231) 275-6346</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Crystal Lake Twp.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>1651 Frankford Hwy.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Frankfort MI 49635</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Phone: (231) 882-7037</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Lake Township</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>5153 Scenic Hwy.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Honor, MI 49640</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Phone: (231) 325-5202</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Village of Benzonia</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>1276 Michigan Ave.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Benzonia, MI 49616</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Phone: (231) 882-7037</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Village of Honor</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>10922 Platte St.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Hartford, MI 49057</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Phone: (231) 383-2342</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>City of Frankfort</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>412 Main St.</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Frankfort, MI 49635</td>
<td>County</td>
<td>County</td>
</tr>
<tr>
<td>Phone: (231) 352-7117</td>
<td>County</td>
<td>County</td>
</tr>
</tbody>
</table>

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.**
BUILDING PERMIT

BENZIE COUNTY

PERMIT NO. _______________________

Accessory/attached structures and demolition

Job Address: ____________________________ Property tax I.D. No.: _______________________

Zoning District: ____________________________ Permit Determinant: _______________________

Use Group: ____________________________ Owner: __________________________ ( ) phone

Type Const.: ____________________________ Address: __________________________

Basic Dimensions: _____ ft. x _____ ft. Contractor: __________________________ ( ) phone

No. Floors: ____________ Bldg. Height: __________________________

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

_____ Sq. ft. shed

_____ Sq. ft. pole building

_____ Sq. ft. pool

_____ Sq. ft. unattached frame garage

_____ Sq. ft. storage building & foundation

_____ Sq. ft. demolition

_____ Sq. ft. basement

_____Sq. ft. crawl space

_____ Sq. ft. deck

_____ Sq. ft. porch

_____ Sq. ft. sign

_____ Lineal ft. fence Type

_____ Other

_____ cement slab & thickened edge

_____ cement slab (3 1/2" - 4"

_____ dirt floor

_____ trusses _______ "O.C.

_____ rafters _______ "O.C.

_____ metal roof

_____ asphalt shingles

_____ metal exterior

_____ aluminum exterior

_____ brick exterior

_____ block exterior

_____ wood exterior

_____ Number windows

_____ Number garage doors

COST OF PERMIT: $ __________

Building Dept.

By: __________________________

Make Checks Payable to:

Contractor: __________________________

Phone ( )

Address

City

State

Zip

Federal ID No./Social Security no.

MESC Employer No.

License No.

Expiration Date

Worker’s Disability Compensation Carrier

If exempt from any of the above, explain here:

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 128.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

HOME OWNER’S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: __________________________ Date: __________________________

AGENT’S/CONTRACTOR’S AFFIDAVIT and SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: __________________________ Date: __________________________

COMPLETE INFORMATION ON BACK OF THIS PAGE
LOT DIAGRAM

Owner: __________________________________________________________

Project Address: _________________________________________________

Property Tax #: _________________________________________________

| 1) Draw lot lines in feet           | 5) Show dimensions of all buildings |
| 2) Label street                    | 6) Show distance from all sides of buildings to all lot lines |
| 3) Draw existing structures        | 7) Draw lakes, streams, and wet lands within 500 feet |
| 4) Draw proposed construction      | 8) Contractor/owner will stake 2 adjacent lot lines |

Signature of Applicant/Agent: ___________________________ Date: _______________
EXAMPLE

NOTE: INDICATE LOCATION OF ROAD/STREET AND NORTH POINT