RESIDENTIAL APPLICATION CHECKLIST – (Return with Application)

Project address/location of proposed work: ________________________________

Owner’s Name: _______________________________________________________

Contractor’s Name: __________________________________________________

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

_____ 1. * ZONING APPROVAL DOCUMENTATION (Listed on page 2).

_____ 2. LOT DIAGRAM on back of first page of application. (Required for ALL applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES)

_____ 3. BLUE PRINTS OR DRAWINGS - Provide (2 Sets) of complete drawings. If over 3500 sq ft you will need signed and sealed plans by an Architect or Engineer.

_____ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – for all projects, documentation must be provided demonstrating compliance with the energy code.

_____ 5. ROOF LOADING DATA SHEET – for all projects, documentation must be provided demonstrating compliance.

_____ 6. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment…) RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED.

_____ 7. PROPERTY TAX I.D. NUMBER

_____ 8. SANITATION & WATER SUPPLY PERMITS (County Health Department and/or Sewer & Water Authority)*

_____ 9. DRIVEWAY/SIDEWALK PERMIT – County Road Commission, MDOT, City or Village *

_____ 10. Is the Structure within 500 feet of water (lake, river, stream, county drain) OR is the excavated area equal to or greater than 1 acre? YES / NO If YES a SOIL EROSION PERMIT IS REQUIRED.

_____ 11. Is property located in wetlands, floodplain or critical dune area? YES / NO

No building permit may be issues if in a flood plain without DEQ* and/or DNR* approval.

_____ 12. OTHER PERMITS EVENTUALLY NECESSARY:

_________ Electrical _________ Mechanical _________ Plumbing _________ Sign

Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant’s responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

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.

**SANITATION PERMIT (7)**
(Septic & Well)

**DRIVEWAY PERMIT (8)**

**SOIL EROSION PERMIT (9)**

**COUNTY**
Benzie-Leelanau Health
6051 Frankfort Hwy
Suite 100
Benzonia, MI 49616
Phone: (231) 882-4409

Road Commission
11318 Main Street
Honor, MI 49640
Phone: (231) 325-3051

Planning Office
448 Court Place
Beulah, MI 49617
Phone: (231) 882-9674

**ZONING PERMIT**
Almira Township
7276 Ole White Drive
Lake Ann, MI 49650
(231) 275-6346

Benzonia Township
1020 Michigan Ave.
Benzonia, MI 49616
(231) 882-7037

Blaine Township
4760 Herring Grove Rd.
Arcadia, MI 49613
(231) 352-4977

Crystal Lake Twp.
1651 Frankford Hwy.
Frankfort MI 49635
Phone: (231) 882-7037

Gilmore Township
704 Frankford Ave.
Elberta, MI 49628
Phone: (231) 352-7201

Homestead/Inland Twp
11508 Honor Hwy.
Centreville, MI 49032
Phone: (231) 590-9977

Lake Township
5153 Scenic Hwy.
Honor, MI 49640
Phone: (231) 325-5202

Platte Township
11935 Fowler Rd.
Honor, MI 49640
Phone: (231) 882-7037

Weldon Township
14731 Thompson Ave.
Thompsonville, MI 49683
Phone: (231) 378-2377

Village of Benzonia
1276 Michigan Ave.
Benzonia, MI 49616
Phone: (231) 882-7037

Village of Beulah
20914 M-86
Beulah, MI 49617
Phone (231) 458-8958

Village of Elberta
401 First St.
Elbert, MI 49628
Phone: (231) 352-7201

Village of Honor
10922 Platte St.
Hartford, MI 49057
Phone: (231) 383-2342

Village of Lake Ann
19639 Maple St.
Lake Ann, MI 49650
Phone: (231) 275-6313

Village of T'Ville
14714 Lincoln Ave.
Thompsonville, MI 49683
Phone: (231) 378-4265

City of Frankfort
412 Main St.
Frankfort, MI 49635
Phone: (231) 352-7117

MI Dept. of Trans. (MDOT)
Driveways on MI or US Hwy
Phone: (231) 941-1986

MI Dept. of Enviro. Quality (MDEQ)
Phone: (231) 876-4444

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