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. Additional information listed on page 2 (*).

____ 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. (Requirements on page 2)

____ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.

____ 5. ROOF LOADING DATA SHEET – for all site-built, new residences, 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 issued 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:

HABENZIE CNTY BLDG DEPT MASTER 04/11/18 VG

RES-REMSLDCKLST
(3) 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 (8) (Septic & Well)**

<table>
<thead>
<tr>
<th>Borough</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzie-Leelanau Health</td>
<td>6051 Frankfort Hwy Suite 100 Benzonia MI 49616</td>
<td>(231) 882-4409</td>
</tr>
</tbody>
</table>

**DRIVEWAY Permit (9)**

<table>
<thead>
<tr>
<th>Road Commission</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Commission</td>
<td>PO Box 68 11118 Main Street Honor MI 49640</td>
<td>(231) 325-3051</td>
</tr>
</tbody>
</table>

**MI Dept of Trans. (MDOT)**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Driveways on MI or US Hwy</td>
<td>(231) 941-1986</td>
</tr>
</tbody>
</table>

**WATER, WETLAND, DRAIN, DUNE AREAS (10, 11)**

<table>
<thead>
<tr>
<th>Soil Erosion Building Dept</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Erosion Building Dept 448 Court Place Beulah MI 49617</td>
<td>(231) 882-9674</td>
<td></td>
</tr>
</tbody>
</table>

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

**ZONING PERMIT (1)**

<table>
<thead>
<tr>
<th>Township</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almira Township</td>
<td>7276 Ole White Drive Lake Ann MI 49650</td>
<td>(231) 275-6346</td>
</tr>
<tr>
<td>Benzie Township</td>
<td>PO Box 224 1020 Michigan Ave Benzonia MI 49616</td>
<td>(231) 882-4411</td>
</tr>
<tr>
<td>Blaine Township</td>
<td>4760 Herring Grove Rd Arcadia MI 49613</td>
<td>(231) 352-7117</td>
</tr>
<tr>
<td>Colfax Township</td>
<td>PO Box 68 7607 Michigan Ave Thompsonville MI 49683</td>
<td>(231) 378-2144</td>
</tr>
<tr>
<td>Crystal Lake Twp</td>
<td>PO Box 2129 1651 Frankfort Hwy Frankfort MI 49635</td>
<td>(231) 352-9791</td>
</tr>
<tr>
<td>Gilmore Township</td>
<td>PO Box 247 704 Frankford Ave Elberta MI 49628</td>
<td>(231) 352-7117</td>
</tr>
<tr>
<td>Homestead Township</td>
<td>PO Box 315 11508 Honor Hwy Honor MI 49640</td>
<td>(231) 590-9977</td>
</tr>
<tr>
<td>Inland Township</td>
<td>19668 US 31 Interlochen MI 49643</td>
<td>(231) 590-9977</td>
</tr>
<tr>
<td>Joyfield Township</td>
<td>PO Box 256 5490 Benzie Hwy Benzonia MI 49616</td>
<td>(231) 882-0133</td>
</tr>
<tr>
<td>Lake Township</td>
<td>5153 Sounic Hwy Honor MI 49640</td>
<td>(231) 325-5202</td>
</tr>
<tr>
<td>Platte Township</td>
<td>11935 Fowler Rd Honor MI 49640</td>
<td>(231) 325-2459</td>
</tr>
<tr>
<td>Weldon Township</td>
<td>PO Box 570 14731 Thompson Ave Thompsonville MI 49683</td>
<td>(231) 378-2377</td>
</tr>
<tr>
<td>Village of Benzie</td>
<td>PO Box 223 1276 Michigan Ave Benzonia MI 49616</td>
<td>(989) 621-4832</td>
</tr>
<tr>
<td>Village of Beulah</td>
<td>PO Box 326 7228 Commercial Ave Beulah MI 49617</td>
<td>(231) 882-4451</td>
</tr>
<tr>
<td>Village of Elberta</td>
<td>PO Box 8 151 Pearson St Elberta MI 49628</td>
<td>(231) 383-3771</td>
</tr>
<tr>
<td>Village of Honor</td>
<td>PO Box 95 10922 Plate St Honor MI 49640</td>
<td>(231) 399-2342</td>
</tr>
<tr>
<td>Village of Lake Ann</td>
<td>PO Box 61 19639 Maple St Lake Ann MI 49650</td>
<td>(231) 620-0600</td>
</tr>
<tr>
<td>Village of Thompsonville</td>
<td>PO Box 184 14714 Lincoln Ave Thompsonville MI 49683</td>
<td>(231) 378-2560</td>
</tr>
<tr>
<td>City of Frankfort</td>
<td>PO Box 351 412 Main St Frankfort MI 49635</td>
<td>(231) 352-7117</td>
</tr>
</tbody>
</table>
**Building Permit**

**Benzie County**

**Building Department**

449 Court Place
Sedan, MI 49677

Phone #231-662-6573
Fax #231-662-0033

---

**Permit Information**

- **Job Address:**
- **Property Tax I.D.:**
- **Zoning District:**
- **Use Group:**
- **Owner:**
- **Address:**
- **Type Const.:**
- **Contractor:**
- **Address:**

---

**Basic Dimensions:**

- Sq. ft. main floor
- Sq. ft. second floor
- Sq. ft. basement
- Sq. ft. unfinished, basmnt.
- No. rooms 1st floor
- Sq. ft. garage (attached garage requires fire separation)

---

**Insulation (8):**

- Fiberglass
- Cellulose
- Blown in fo. glass
- Foam
- Other
- Rigid poly ure.
- Rigid styro
- Insul sheath
- Wind barrier
- Other (mfr) moisture barrier

---

**Insulation (9):**

- Wood
- Aluminum/ Vinyl
- Brick
- Block

---

**Exterior (3):**

- ROOFS (4):
  - Hip
  - Gambrel
  - Front overhang
  - Other overhang
  - Eavestrough

- CHIMNEY TYPE
  - Brick
  - Block

---

**Exterior (6):**

- Windows (5):
  - Wood sash
  - Metal sash
  - Type
  - "gress/bedroom"
  - attics access 22" x 30"

---

**Exterior (7):**

- Doors (6):
  - Entry doors
  - Screen doors

---

**Exterior (8):**

- Foundation ( radiation barrier)
- Foundation wall height
- Crawl space wall height
- "gress slt height
- No. basement windows
- Crawl space vent openings

---

**Exterior (9):**

- Rough-in Framing (10):
  - Stilt plate (treat)
  - Headers
  - Wood girders
  - Steel girders
  - Post - f. O.C.
  - Stud wall
  - Masonry
  - Floor joists - O.C.
  - Ceiling joists - O.C.
  - Rafters - O.C.
  - Trusses (diagram required)

---

**Exterior (10):**

- Roof sheathing
- Wall sheathing
- Roof sheathing
- Corner brace sheath

---

**Exterior (11):**

- Permits eventually required for this project:
- Electrical Permit
- Plumbing Permit
- Mechanical Permit

---

**Exterior (12):**

- Contractor will stake 2 adjacent lot lines for first inspection. Sketch lot diagram on back.

---

**Exterior (13):**

- Building Sheet
- By:
- Make checks payable to:

---

**Exterior (14):**

- Please complete the information on the back of this page. Read and sign the affidavit.
Indicate and provide documentation of one of the following methods that you will use for compliance of the MUEC.

- [ ] Rescheck. (available on line www.energycodes.gov rescheck) Attach copy of a completed compliance form.
- [ ] US PA Energy Star House Program. Attach copy of a completed compliance form.
- [ ] Home Energy Rating System (HERS) with a score of 83 or better. Attach copy of a completed compliance form.
- [ ] Prescriptive method with minimum required Insulation values per the MUEC that follows. Identify R or U values on all exterior components of home.

<table>
<thead>
<tr>
<th>Component</th>
<th>REQUIRED</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window and door area (Fenestration openings)</td>
<td>Maximum U- 0.32</td>
<td>U_</td>
</tr>
<tr>
<td>Sky lights</td>
<td>Maximum U-0.55</td>
<td>U_</td>
</tr>
<tr>
<td>Slab at grade floor (walkout basement floors)</td>
<td>Minimum R-10</td>
<td>R_</td>
</tr>
<tr>
<td>Basement walls</td>
<td>Minimum R-15-19</td>
<td>R_</td>
</tr>
<tr>
<td>Crawl space walls</td>
<td>Minimum R-15-19</td>
<td>R_</td>
</tr>
<tr>
<td>Floors over unconditioned space</td>
<td>Minimum R- 30</td>
<td>R_</td>
</tr>
<tr>
<td>Building component, walls, rim joist etc.</td>
<td>Minimum R-20 or 13+5</td>
<td>R_</td>
</tr>
<tr>
<td>Ceiling and attic spaces</td>
<td>Minimum R-49</td>
<td>R_</td>
</tr>
</tbody>
</table>

Job Address

(PLEASE PRINT) NUMBER & STREET CITY

TOWNSHIP STATE ZIP CODE

Applicant's Name: ____________________________________________

(please print)

Applicant's Signature: ________________________________________

DATE

1. DOCUMENTATION OF ONE OF THE METHODS OF COMPLIANCE OF THE MUEC SHALL BE PROVIDED BEFORE PERMIT APPROVAL IS GIVEN.
FIGURE 802.10.1
ROOF LOADING DATA SHEET

Authority: 1972 PA 230

This form is to be completed and given to the building official with the application to plan review and building permit. The applicant shall give a copy of the completed form to the truss manufacturer.

Completion: Jurisdictional Information should be included in this space

<table>
<thead>
<tr>
<th>Township</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant's Name: Date:

Applicant's Address: Permit Number:

City: State: Zip:

Applicant's Signature:

Job Location:

Address:

Township/Village/City: County:

Ground Snow Load \( F_s \) = From Figure R301.2(5) or IRC Table R301.2(5)

### Exposure Factor \( C_e \)

<table>
<thead>
<tr>
<th>Exposure</th>
<th>Fully Exposed</th>
<th>Partially Exposed</th>
<th>Sheltered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N/A</td>
<td>0.9</td>
<td>0.8</td>
</tr>
<tr>
<td>B</td>
<td>0.9</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>C</td>
<td>0.9</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>D</td>
<td>0.8</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Mark only 1 of the 9 boxes under the Exposure Factor with an "X." Do not mark "X" in gray-out boxes.

- Fully Exposed: Roof exposed on all sides with no shelter by terrain, higher structures, or trees.
- Partially Exposed: All roofs except those designated as "fully exposed" or "sheltered.
- Sheltered: Roofs located tight among4 conifers that qualify as obstructions.

### Thermal Factor \( C_t \)

<table>
<thead>
<tr>
<th>Thermal Condition</th>
<th>( C_t )</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1.1</td>
</tr>
<tr>
<td>2</td>
<td>1.2</td>
</tr>
<tr>
<td>3</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Mark only 1 of the 4 boxes under the Thermal Factor with an "X."

### Importance Factor \( I \)

<table>
<thead>
<tr>
<th>Category</th>
<th>Importance Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>0.8</td>
</tr>
<tr>
<td>II</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>1.1</td>
</tr>
<tr>
<td>IV</td>
<td>1.2</td>
</tr>
</tbody>
</table>

Mark only 1 of the 4 boxes under the Importance Factor with an "X."

Note: All roof trusses have additional live (storage) loads applied to the bottom chord whose required per Table R301.5.
EXAMPLE

NOTE: INDICATE LOCATION OF ROAD/STREET AND NORTH POINT
PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following shall be done by the permit holder:

1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings related to the lot lines.

2. The permit must be posted and visible from the road.

3. The location must be identified by a street number or a sign indicating the owner’s or contractor’s name (hand painted numbers or signs are fine).

NO INSPECTIONS SHALL BE PERFORMED ON UNIDENTIFIED SITES

INSPECTIONS

There are a number of inspections required for each of the four codes (building, electrical, plumbing and mechanical); therefore, it is your responsibility to call us when you are ready for an inspection. Work shall not proceed until the job is inspected and approved by each inspector necessary. The required visual inspections are:

Building

- Footing – when footings are formed, prior to pouring concrete.
- Foundation - before backfilling when wall and footings are complete and foundation sealant has been applied and foundation drainage system is completely installed.
- Foundations shall be backfilled with approved porous soils to allow proper drainage
- Rough-in - when all framing is completed, electrical, plumbing and mechanical is roughed in and approved, and before insulation or drywall is installed.
- Final - when project is complete and ready for occupancy. Electrical, plumbing and mechanical shall have final approvals prior to final building inspection.

Electrical - Homeowners are required to notify their contractor when the service is connected.

- Temporary Service - when service pole is completed and ready for power company to hook-up.
- Permanent Service - when permanent service is completed and ready for power company to hook-up.
- Rough-in - when all wiring that will be covered by drywall or insulation is installed.
- Final - when all fixtures are set, cover plates are installed and building is ready to be occupied.

Plumbing

- Underground - when all under floor plumbing is installed and before backfill or concrete is poured.
- Rough-in – when all drain lines (including vents and stacks) are installed and all plumbing that will be concealed is installed, before insulation or drywall.
- Final - when all fixtures are set and operating and you are ready to occupy.

Mechanical

- Underground - anything in the ground before backfill or pouring concrete
- Rough-in - when all work that will be concealed is installed, before insulation or drywall
- Final - when furnace, air conditioning and any other air handling units are installed and operating and you are ready to occupy.

Please remember that each job is different and progresses at a different pace. Therefore, we have no idea when you are ready for an inspection unless you call us and let us know. Please make sure that you are ready for the inspection when you order it.

Thank you and good luck with your project!!!