

# COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_

(job address)

Owner's Name \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Before a permit may be issued all of the following documentation (1-6) 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. SITE PLAN APPROVAL (or other zoning approval as required).
- 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).
- 3. VARIANCE APPROVAL, if applicable.
- 4. **Two (2) SETS OF SIGNED AND SEALED DRAWINGS & SPECIFICATIONS.**
- 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).
- 6. PLAN REVIEW (Will be conducted by this office)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- 7. CURB OR SIDEWALK CUT
- 8. SIGN OR BILLBOARD PERMIT
- 9. DEMOLITION PERMIT
- 10. SOIL EROSION CONTROL PERMIT (Applies when located within 500 feet of a lake, river or county drain, **OR** excavated area is equal to or greater than 1 acre)
- 11. STORM SEWER CONNECTION
- 12. SANITARY SEWER TAP

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing, 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: \_\_\_\_\_

(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)**

Benzie-Leelanau Health  
6051 Frankfort Hwy Suite 100 Benzonia MI 49616  
(231) 882-4409

**DRIVEWAY Permit (9)**

Road Commission  
PO Box 68 11318 Main Street Honor MI 49640  
(231) 325-3051

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

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

SOIL EROSION Building Dept.  
448 Court Place Beulah MI 49617  
(231) 882-9674

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

**ZONING PERMIT (1)**

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

Benzonia Township  
PO Box 224  
1020 Michigan Ave.  
Benzonia MI 49616  
(231) 882-4411

Blaine Township  
4760 Herring Grove Rd  
Arcadia MI 49613  
(231) 352-7117

Colfax Township  
PO Box 68  
7607 Michigan Ave  
Thompsonville MI 49683  
(231) 378-2144

Crystal Lake Twp  
PO Box 2129  
1651 Frankfort Hwy  
Frankfort MI 49635  
(231) 352-9791

Gilmore Township  
PO Box 247  
704 Frankfort Ave  
Elberta MI 49628  
(231) 352-7117

Homestead Township  
PO Box 315  
11508 Honor Hwy  
Honor MI 49640  
(231) 590-9977

Inland Township  
19668 US 31  
Interlocken MI 49643  
(231) 590-9977

Joyfield Township  
PO Box 256  
5490 Benzie Hwy  
Benzonia MI 49616  
(231) 882-0133

Lake Township  
5153 Scenic Hwy  
Honor MI 49640  
(231) 325-5202

Platte Township  
11935 Fowler Rd  
Honor MI 49640  
(231) 325-2459

Weldon Township  
PO Box 570  
14731 Thompson Ave  
Thompsonville MI 49683  
(231) 378-2377

Village of Benzonia  
PO Box 223  
1276 Michigan Ave  
Benzonia MI 49616  
(989) 621-4832

Village of Beulah  
PO Box 326  
7228 Commercial Ave  
Beulah MI 49617  
(231) 882-4451

Village of Elberta  
PO Box 8  
151 Pearson St  
Elberta MI 49628  
(231) 383-3771

Village of Honor  
PO Box 95  
10922 Platte St  
Honor MI 49640  
(231) 399-2342

Village of Lake Ann  
PO Box 61  
19639 Maple St  
Lake Ann MI 49650  
(231) 620-0600

Village of Thompsonville  
PO Box 184  
14714 Lincoln Ave  
Thompsonville MI 49683  
(231) 378-2560

City of Frankfort  
PO Box 351  
412 Main St  
Frankfort MI 49635  
(231) 352-7117

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**BENZIE COUNTY**

# SIGN PERMIT Commercial

**BENZIE COUNTY**  
 BUILDING DEPARTMENT  
 448 Court Place  
 Beulah, MI 49617  
 Phone #231-882-9673  
 Fax #231-882-0033

Permit # \_\_\_\_\_

Job Location: \_\_\_\_\_ Property Tax I.D. #: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Permit Determinant: \_\_\_\_\_  
 Use Group: \_\_\_\_\_ Type of Improvement: \_\_\_\_\_  
 Type Construction: \_\_\_\_\_ Owner: \_\_\_\_\_ ( ) \_\_\_\_\_ phone  
 No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ Address: \_\_\_\_\_

**NONRESIDENTIAL** - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED DOCUMENTS**

**ADDITIONAL PERMITS REQUIRED**

<input type="checkbox"/> Site Plan Approval	<input type="checkbox"/> Curb or Sidewalk Cut	<input type="checkbox"/> Erosion Control
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Electrical	<input type="checkbox"/> Storm Sewer Connection
<input type="checkbox"/> Variance Approval if Applicable	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sanitary Sewer Tap
<input type="checkbox"/> 2 Sets of Sealed Drawings & Specs.	<input type="checkbox"/> Plumbing	PLAN PREVIEW \$ _____
<input type="checkbox"/> P.A. 135 Disclosure	<input type="checkbox"/> Sign or Billboard	COST OF PERMIT \$ _____
<input type="checkbox"/> Plan Review and Permit Fee	<input type="checkbox"/> Demolition	TOTAL COST \$ _____
		Building Dept. By _____

Engineer/Architect: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:**

Name		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 125.1523a 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.

**AGENT'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_