

# FENCE INSTALLATION

## PERMIT APPLICATION CHECKLIST (Return with Application)

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

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. **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: \_\_\_\_\_

**(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

