

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.

- ___ 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: _____

	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	<p>Almira Township 7276 Ole White Drive Lake Ann, MI 49650 (231) 275-6346</p> <p>Crystal Lake Twp. 1651 Frankford Hwy. Frankfort MI 49635 Phone: (231) 882-7037</p> <p>Lake Township 5153 Scenic Hwy. Honor, MI 49640 Phone: (231) 325-5202</p> <p>Village of Benzonia 1276 Michigan Ave. Benzonia, MI 49616 Phone: (231) 882-7037</p> <p>Village of Honor 10922 Platte St. Hartford, MI 49057 Phone: (231) 383-2342</p> <p>City of Frankfort 412 Main St. Frankfort, MI 49635 Phone: (231) 352-7117</p>	<p>Benzonia Township 1020 Michigan Ave. Benzonia, MI 49616 (231) 882-7037</p> <p>Gilmore Township 704 Frankford Ave. Elberta, MI 49628 Phone: (231) 352-7201</p> <p>Platte Township 11935 Fowler Rd. Honor, MI 49640 Phone: (231) 882-7037</p> <p>Village of Beulah 20914 M-86 Beulah, MI 49617 Phone (231) 458- 8958</p> <p>Village of Lake Ann 19639 Maple St. Lake Ann, MI 49650 Phone: (231) 275-6313</p> <p>MI Dept. of Trans. (MDOT) Driveways on MI or US Hwy Phone: (231) 941-1986</p>	<p>Blaine Township 4760 Herring Grove Rd. Arcadia, MI 49613 (231) 352-4977</p> <p>Homestead/Inland Twp 11508 Honor Hwy. Centreville, MI 49032 Phone: (231) 590-9977</p> <p>Weldon Township 14731 Thompson Ave. Thompsonville, MI 49683 Phone: (231) 378-2377</p> <p>Village of Elberta 401 First St. Elbert, MI 49628 Phone: (231) 352-7201</p> <p>Village of T'Ville 14714 Lincoln Ave. Thompsonville, MI 49683 Phone: (231) 378-4265</p> <p>MI Dept. of Enviro. Quality (MDEQ) Phone: (231) 876-4444</p>

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

BUILDING PERMIT Commercial

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

Date _____ / _____ / _____
BENZIE COUNTY

Permit # _____

Job Location: _____
Zoning District: _____
Use Group: _____
Type Construction: _____
No. of Floors: _____ Bldg. Height: _____

Property Tax I.D. #: _____
Permit Determinant: _____
Type of Improvement: _____
Owner: _____ () _____ phone
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

- _____ Site Plan Approval
- _____ Site Plan
- _____ Variance Approval if Applicable
- _____ 2 Sets of Sealed Drawings & Specs.
- _____ P.A. 135 Disclosure
- _____ Plan Review and Permit Fee

- _____ Curb or Sidewalk Cut
- _____ Electrical
- _____ Mechanical
- _____ Plumbing
- _____ Sign or Billboard
- _____ Demolition

- _____ Erosion Control
- _____ Storm Sewer Connection
- _____ Sanitary Sewer Tap

PLAN PREVIEW \$ _____

COST OF PERMIT \$ _____

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: _____

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: _____