

# RESIDENTIAL BUILDING CHECKLIST (Return with Application)

Project address: \_\_\_\_\_

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

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

*\*Before a permit may be issued, ALL 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 - Land use from your Township
- \_\_\_\_\_ 2. LOT DIAGRAM (Required for ALL applications)
- \_\_\_\_\_ 3. BLUEPRINTS OR DRAWINGS - Provide drawings.  
*\*IF there is over 3500 sq ft of habitable space, you will need signed & sealed plans by an Architect/Engineer*
- \_\_\_\_\_ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – Provided in application packet.
- \_\_\_\_\_ 5. ROOF LOADING DATA SHEET – Located on last page of application.
- \_\_\_\_\_ 6. PROOF OF OWNERSHIP (Tax document, Deed, Title Insurance commitment)  
RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PREMANUFACTURED.
- \_\_\_\_\_ 7. PROPERTY TAX I.D. NUMBER (Located on Tax bill) \_\_\_\_\_
- \_\_\_\_\_ 8. WELL & SEPTIC SUPPLY PERMITS – Located at the Health Dept.
- \_\_\_\_\_ 9. DRIVEWAY PERMIT – Located at the County Road Commission. *Exempt for PVT only.*
- \_\_\_\_\_ 10. Is the structure within 500 ft of water? ( Lake, River, Stream, County Drain ) OR is the excavated area equal to or great than 1 acre?  
YES / NO      *If YES, a SOIL EROSION PERMIT IS REQUIRED.*
- \_\_\_\_\_ 11. Is property located in Wetlands, Floodplain, River front or Critical dune area?      YES / NO  
*No building permit may be issued in a flood plain without EGLE\* and/or DNR\* approval.*
- \_\_\_\_\_ 12. OTHER PERMITS EVENTUALLY NECESSARY:

\_\_\_\_\_ Electrical    \_\_\_\_\_ Mechanical    \_\_\_\_\_ Plumbing

## 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/ Contractor's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

*BUILDING DEPT OFFICE HOURS: 8:00AM to 4PM. Monday - Friday. PHONE: 231-882-9673.*

*ADDRESS: 448 Court Place, Beulah, MI 49617; EMAIL: [Building@benzieco.gov](mailto:Building@benzieco.gov)*

*SIGN: \_\_\_\_\_      DATE: \_\_\_\_\_*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# RESIDENTIAL BUILDING PERMIT

**Benzie County**  
BUILDING DEPARTMENT  
448 Court Place  
Beulah, MI 49617  
Phone 231-882-9673  
Fax 231-882-0033

Permit # \_\_\_\_\_  
New residential construction, addition, and alteration

Job Address: \_\_\_\_\_ Property Tax ID: \_\_\_\_\_  
Zoning District:(office use) \_\_\_\_\_ Permit Determinant: (office use) \_\_\_\_\_  
Use Group: (office use) \_\_\_\_\_ Owner: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Type Const: \_\_\_\_\_ Address: \_\_\_\_\_  
Basic Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Contractor: \_\_\_\_\_ Phone( ) \_\_\_\_\_  
No. Floors: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Sq Ft main floor \_\_\_\_\_ No. rooms 2<sup>nd</sup> floor \_\_\_\_\_ No. wood burners  
\_\_\_\_\_ Sq Ft second floor \_\_\_\_\_ No. full baths \_\_\_\_\_ Sq Ft porches/breezeways  
\_\_\_\_\_ Sq Ft fin. basement \_\_\_\_\_ No. half baths \_\_\_\_\_ Sq Ft deck  
\_\_\_\_\_ Sq Ft unfinished basement \_\_\_\_\_ No. fireplaces \_\_\_\_\_ (Ft.) ceiling height  
\_\_\_\_\_ No. rooms 1<sup>st</sup> floor \_\_\_\_\_ No. chimneys \_\_\_\_\_ (Ft.) building height  
\_\_\_\_\_ Sq Ft garage \_\_\_\_\_ No. Bedrooms  
**(attached garage requires fire separation)**

Please supply 3 sets of plans If print is from an architect, please supply a digital copy

**PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:**

**FOUNDATIONS**

- \_\_\_\_\_ ftgs \_\_\_\_\_ X \_\_\_\_\_
- \_\_\_\_\_ " below fin grade
- \_\_\_\_\_ No. post footings
- \_\_\_\_\_ "x \_\_\_\_\_ "x \_\_\_\_\_ "
- \_\_\_\_\_ poured walls
- \_\_\_\_\_ H.C. block \_\_\_\_\_
- \_\_\_\_\_ Wood foundation
- \_\_\_\_\_ (provide diagram)
- \_\_\_\_\_ Ft foundation wall height
- \_\_\_\_\_ "Crawl space wall height
- \_\_\_\_\_ " Egress sill height
- \_\_\_\_\_ No. basement windows
- \_\_\_\_\_ Crawl space vent openings

**ROUGH-IN FRAMING**

- \_\_\_\_\_ Sill plate (treated)
- \_\_\_\_\_ Wall plates
- \_\_\_\_\_ Headers
- \_\_\_\_\_ Wood girder
- \_\_\_\_\_ Steel girder
- \_\_\_\_\_ Post \_\_\_\_\_ Ft. O .C.
- \_\_\_\_\_ Stud wall
- \_\_\_\_\_ Masonary
- \_\_\_\_\_ Floor joists \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Ceiling joists \_\_\_\_\_ ' O.C.
- \_\_\_\_\_ Rafters \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Truss (diagram required)
- \_\_\_\_\_ " Floor sheathing
- \_\_\_\_\_ " Wall sheathing
- \_\_\_\_\_ " Roof sheathing
- \_\_\_\_\_ " Corner brace sheath

**EXTERIOR**

- \_\_\_\_\_ Wood
- \_\_\_\_\_ Aluminium/Vinyl
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Block

**ROOFS**

- \_\_\_\_\_ Hip
- \_\_\_\_\_ Gable
- \_\_\_\_\_ Front overhang
- \_\_\_\_\_ Other overhang
- \_\_\_\_\_ Eaves trough
- \_\_\_\_\_ Asphalt shingles
- \_\_\_\_\_ Underlayment
- \_\_\_\_\_ Vents
- \_\_\_\_\_ Other coverings

**CHIMNEY TYPE**

- \_\_\_\_\_ Brick
- \_\_\_\_\_ Block
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Metal

**WINDOWS**

- \_\_\_\_\_ No. of windows
- \_\_\_\_\_ Type \_\_\_\_\_
- \_\_\_\_\_ Egress/bedrooms
- \_\_\_\_\_ Attic access 22"x 30"

**INSULATION**

- \_\_\_\_\_ " Fiberglass
- \_\_\_\_\_ " Cellulose
- \_\_\_\_\_ "Blown in fiberglass
- \_\_\_\_\_ " Foam
- \_\_\_\_\_ other
- \_\_\_\_\_ "rigid poly ure.
- \_\_\_\_\_ "rigid styro
- \_\_\_\_\_ "insul sheath
- \_\_\_\_\_ wind barrier
- \_\_\_\_\_ (mil) moisture barrier

**Interior**

- \_\_\_\_\_ Foyer
- \_\_\_\_\_ Kitchen floor
- \_\_\_\_\_ Other floor
- \_\_\_\_\_ Drywall
- \_\_\_\_\_ Plaster
- \_\_\_\_\_ Covered ceiling
- \_\_\_\_\_ Panel wainscot
- \_\_\_\_\_ 5/8"garage fire code

**BUILT-IN ITEMS**

- \_\_\_\_\_ Oven
- \_\_\_\_\_ Range
- \_\_\_\_\_ Disposal
- \_\_\_\_\_ Hoods/fan
- \_\_\_\_\_ Dishwasher
- \_\_\_\_\_ Refrigerator
- \_\_\_\_\_ Vanities
- \_\_\_\_\_ Ft. Cupboard length

**Contractor will stake 2 adjacent lot lines for First Inspection. Sketch lot diagram on second page. Also sign permit.**

**PERMITS EVENTUALLY NEEDED FOR THIS PROJECT** (trade permits are separate from the building permit)

**Electrical Permit**

yes  no

**Mechanical Permit**

yes  no

**Plumbing Permit**

yes  no

**Make checks payable to: Benzie County**

**COST OF PERMIT \$** \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

# BUILDING PERMIT SECOND PAGE

## LOT DIAGRAM

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

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

Tax I.D. : \_\_\_\_\_

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

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 Number ( ) _____	
E-mail address	Cell Phone Number ( ) _____	
Address:	City, State, Zip Code	
Federal ID/Social Security No.	MESC Employer No.	
License No.	Exp Date	Worker's 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 the 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.***

**Homeowner's Affidavit and Signature**

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

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

**Agent/Contractor's Affidavit and Signature**

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

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