

# REQUIREMENTS FOR A BUILDING PERMIT

The following permits **SHALL ACCOMPANY** the application for a permit or a written statement from that Department if a permit is not required.

**DO NOT APPLY FOR BUILDING PERMIT UNTIL OTHER REQUIRED PERMITS HAVE BEEN OBTAINED. INCOMPLETE PERMIT APPLICATIONS AND DRAWINGS WILL NOT BE ACCEPTED OR PROCESSED.**

1. **RECORDED PROOF OF OWNERSHIP & AUTHORIZATION LETTER FOR WORK FROM OWNER**
2. **ADDRESS CONFIRMATION** – Leelanau County Planning Department – 231-256-9812
3. **DEPARTMENT OF ENVIRONMENTAL QUALITY PERMIT (DEQ)** – when applicable 1-231-876-4444
4. **SOIL EROSION PERMIT** - A permit is required for any earth change or disturbance **a.)** within 500 ft. of a water body (lake or stream), **b.)** within 100 ft. of regulated wetland, **c.)** one acre or more in size, **d.)** developing or expanding a driveway with a slope of 10% or greater, and **e.)** involving any commercial use regardless of size, location or slope. 231 256-9783
5. **HEALTH DEPARTMENT PERMIT** - Water and sewer (public or private) 231-256-0200
6. **DRIVEWAY PERMIT** – Leelanau County Road Commission – 231-271-3993
7. **LAND USE PERMIT** – Compliance with zoning requirements of Townships.  
Glen Arbor - Centerville - Empire - Kasson - Solon phone 231-360-2557
8. **STATE ENERGY CODE** – must accompany plans or prints for a new single family dwelling & additions
9. **BUILDING PERMITS APPLICATION** – 231-256-9806 **To Include:**
  - A. **Construction Documents R106.1 two sets** of complete building plans to include A), 1, 2, 3, 4, 5, 6:
    1. **Foundation plans** - identifying support beam size, column spacing, sill plate anchor location and size, foundation reinforcement, foundation ventilation, and dimensions.
    2. **Floor plans** - Identifying use of each room, location of windows and door openings, location of smoke detectors, location and size of attic access, and dimensions.
    3. **Elevations** - front, rear and sides.
    4. **Sections** - typical exterior wall section from bottom of footings to roof peak indicating: method of construction materials, structural framing size and spacing, foundation damp proofing, attic/rafter ventilation, roof preparation, and ceiling heights. Include deck and stairway section showing handrails, guardrail height and spacing of intermediate guards, and riser/run of stairs.
    5. **Truss design data R802.10.1, R106.1.4** - or as an alternative to drawings, truss design data sheet may be provided at the time of application. Actual drawings must be submitted prior to installation.
    6. **Site plan** - drawn to scale showing proposed new construction, existing buildings and dimensions from property lines.
    7. **Authorization letter** – from owner, if applicant is contractor.
    8. **ELECTRICAL PERMIT** – when applicable 231-256-9806
    9. **PLUMBING PERMIT** – when applicable 231-256-9806
    10. **MECHANICAL PERMIT** – when applicable 231-256-9806

## PERMITS & ADDRESS MUST BE POSTED PRIOR TO CONSTRUCTION.

Timothy A. Cypher, Zoning Administrator for Centerville, Empire, Glen Arbor, Kasson & Solon Townships  
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