

LEELANAU COUNTY DEPARTMENT OF BUILDING SAFETY
8527 E. Government Center Drive, Suite 109
Suttons Bay, MI 49682
Phone (231) 256-9806 FAX (231) 256-8333
buildingsafety@leelanau.gov

REQUIREMENTS FOR COMMERCIAL LIGHT-FRAMED CONSTRUCTION

The following permits MUST ACCOMPANY the application for a building permit

- RECORDED PROOF OF OWNERSHIP & AUTHORIZATION LETTER FOR WORK FROM OWNER**
- ADDRESS** – Addresses are required on all structures. Contact the Planning Department for an address verification form. Leelanau County Planning Department – 231-256-9812
- SOIL EROSION PERMIT** - A permit is required for any earth change or disturbance **a.)** within 500 ft. of a 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, **e.) all commercial projects**, **f.)** any work done in subdivisions and **g.)** all projects in Leland & Solon Townships, whether within 500' feet of water or not. 231 256-9783
- HEALTH DEPARTMENT PERMIT** - Water and sewer (public or private) 231-256-0200. Village approval required for water or sewer system connections.
- LAND USE PERMIT** – Compliance with zoning requirements of Townships.

Bingham	231-271-2722	Glen Arbor	231-360-2557	Suttons Bay Twp.	231-271-2722
Centerville	231-360-2557	Kasson	231-360-2557	Empire Village	231-775-1138
Cleveland	231-633-4002	Leelanau	231-386-5138	Northport Village	231-386-5182
Elmwood	231-946-0921	Leland	231-360-2557	Suttons Bay Village	231-271-3051
Empire	231-360-2557	Solon	906-203-6219		
- DRIVEWAY PERMIT** – required for new construction or provide a use of existing from the Leelanau County Road Commission 231-271-3993 or from MDOT 231-941-1986
- STATE ENERGY CODE** – must accompany plans
- MI DEPARTMENT OF ENVIRONMENTAL QUALITY PERMIT** – when applicable 1-231-383-5952
- PRE-CONSTRUCTION MEETING** – a meeting may be required to occur before submitting the application. Pre-construction meetings have a minimum fee of \$150.00. Please contact our office to see if this will be required for your project. 231-256-9806
- BUILDING PERMITS APPLICATION** – 231-256-9806 **To Include:**
Construction Documents R106.1 two sets of complete building plans to include the below items:
 - 1) **Plans** – must show the size, section and relative locations of structural members with floor levels, column centers and offsets dimensioned.
 - 2) **Base Payment** - \$150 to enter application for Plan Review. The remaining balance will be due prior to permit issuance.

The following items are required on the cover sheet of the plans:

 - 3) **Use Group**
 - 4) **Occupant Load** - excluding R-2, R-3 and I-1 occupancies
 - 5) **Floor and live loads**
 - 6) **Ground snow load**
 - 7) **Ultimate design wind speed**
 - 8) **Seismic Design category and site class**
 - 9) **Flood design data** - if located in a flood hazard area
 - 10) **Design load bearing values of soils MAY BE REQUIRED**
 - 11) **Site plan** - drawn to scale showing proposed new construction, existing buildings and dimensions from property lines.
 - 12) **Designate Michigan Building Code referenced**

BUILDING PERMITS & ADDRESS MUST BE POSTED PRIOR TO CONSTRUCTION.