

**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  
 www.leelanau.gov  
 E-mail: buildingsafety@leelanau.gov



Permit Number

**APPLICATION FOR ELECTRICAL PERMIT**

**I. JOB LOCATION**

Name of Owner/Agent	Parcel Number (Required) 45- - - -	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address & Job Location (Street No. and Name)		

**II. CONTRACTOR/HOMEOWNER INFORMATION**

Contractor	Name	Telephone Number
Homeowner	Name	Telephone Number
Address (Street Number and Name) (P.O. Box) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		Fax
City	State	Zip Code
E-mail Address		Cell Number
Federal Employer Number (or reason for exemption)		Contractor License #      Expiration Date
Workers Compensation Insurance Carrier (or reason for exemption)		Master Registration #      Expiration Date
MESC Employer Number (or reason for exemption)		

**III. TYPE OF JOB**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Service Only	<input type="checkbox"/> Consumers Energy	<input type="checkbox"/> Cherryland Electric
Description of work (Required)						

**IV. PLAN REVIEW REQUIREMENT**

**PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING:**

- o Buildings that have calculated floor areas less than or equal to 3500 square feet and have the service or feeder with an ampacity of 400 or less.
- o The administrative authority may request plans for projects that include unusual design.
- o Alterations and repair work determined by the electrical official to be of a minor nature
- o Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

**PLANS ARE REQUIRED FOR ALL OTHER BUILDING TYPES** and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

**HAVE ELECTRICAL PLANS BEEN SUBMITTED** (check one).     Yes     No     Not Required

**V. APPLICANT SIGNATURE**

**Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, 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 residential structure. Violators of Sections 23a are subject to civil fines.**

<u>Signature</u>	<u>Printed Name</u>	<u>Date</u>
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify that the electrical work described on this permit application shall be **installed by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Electrical Code and **shall not be enclosed, covered up,** or put into operation until it has been inspected and approved by the Leelanau County Electrical Inspector. I will cooperate with the Leelanau County Electrical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. EXPIRATION OF PERMIT:** A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit or if authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE REVOKED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. REVOKED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**VIII. FEE CLARIFICATION**

**ITEM #17 MOBILE HOMES AND PRE-MANUFACTURED HOMES**

When setting a mobile home in a park, a permit must include the feeder and final inspection. This shall be done by a licensed electrical contractor.

When setting a mobile home or a pre-manufactured home on private property, a permit must include the service and final inspection

\*Gen – Generator \*\*EVSE – Electrical Vehicle Supply Equipment \*\*\*PV Panel (Connected Modules) – Photovoltaic

**IX. FEE CHART** Enter the number of items being installed, multiply by the unit price for the subtotal fee

	FEE	#OF ITEMS	TOTAL		FEE	#OF ITEMS	TOTAL
1. APPLICATION BASE FEE <i>NON-REFUNDABLE</i> (Does not include inspection)	\$50.00	1	\$50.00	17. FEEDERS-BUS DUCTS-ETC PER 50 FEET	\$6.00		
2. AFTER-THE-FACT PERMIT FEE: a fee of \$150 may be assessed to individuals who have been found by the Building Official to have proceeded with construction without obtaining required permits.	\$150.00			18. MOBILE HOME PARK SITE SEE VIII	\$6.00		
3. SERVICE THROUGH 200 AMP SERVICE	\$10.00			19. RECREATIONAL SITE Vehicle Park Site per each	\$4.00		
4. OVER 200 AMP-600 AMP	\$15.00			20. K.V.A., H.P., Wind turb., *Gen., **EVSE & ***PV Panel Units up to 20 K.V.A. or H.P	\$6.00		
5. OVER 600 AMP- 800 AMP	\$20.00			21. Units 21 to 50 K.V.A. or H.P	\$10.00		
6. OVER 800 AMP- 1200 AMP	\$25.00			22. Units > 50 KVA or H.P.	\$12.00		
7. TEMPORARY SERVICE	\$10.00			23. Fire Alarm System PER 10 DEVICES (COMMERCIAL ONLY)	\$50.00		
8. CIRCUITS – EACH	\$5.00			24. Data / Telecommunication Outlets PER 20 DEVICES	\$5.00		
9. LIGHTING FIXTURES PER 25	\$6.00			25. Residential Smoke Detector / Carbon Monoxide Detector (each)	\$5.00		
10. PERMANENT APPLIANCE – EACH (110 volts only)	\$5.00			Energy Management Temp. Control	\$45.00		
11. FURNACE - UNIT HEATER	\$5.00			26. ENERGY RETROFIT - TEMPERATURE CONTROL			
12. ELECTRICAL HEATING PER UNIT BASEBOARD	\$4.00			27. Devices-Energy Management	\$5.00		
13. POWER OUTLETS - 220 VOLTS example: ranges, wells	\$7.00			28. Conduit only or grounding only	\$50.00		
14. SIGNS UNIT	\$10.00			29. ROUGH INSPECTION	\$50.00		
15. LETTER	\$15.00			30. ADDITIONAL INSPECTION	\$50.00		
16. NEON – EACH 25 FEET	\$20.00			31. FINAL INSPECTION	\$50.00		
				Sub Total (There is a 3% convenience fee for credit cards)			
				CHECK#	TOTAL FEES		

**OFFICIAL USE**

<p><b>APPLICATION APPROVAL</b></p>  <p>Code Official _____ Date _____</p>		
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**APPLICATION FOR MECHANICAL PERMIT**

Permit Number

**I. JOB LOCATION**

Name of Owner/Agent	Parcel Number (Required) 45 - - - - -	Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Street Address & Job Location (Street No. and Name)		

**II. CONTRACTOR/HOMEOWNER INFORMATION**

Contractor	Name	Company Name	Telephone Number	
Homeowner	Name		Telephone Number	
Address (Street Number and Name) (P.O. Box) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner			E-mail address	
City		State	Zip Code	Cell Number
Federal Employer Number (or reason for exemption)		State Boiler License	Expiration Date	State License Number    Expiration Date
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)		Mechanical License Classification Codes

**III. TYPE OF JOB**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other	<input type="checkbox"/> UG Only
Description of work (required)					

**IV. PLAN REVIEW REQUIREMENT**

**PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING:**

- o One or two family dwellings when the heating system input rating is 375,000 BTU's or less
- o Alterations & repair work determined by the mechanical official to be of a minor nature
- o Assembly, Business, Mercantile and Storage building having HVAC equipment only, with **one** fire area and **not more** than 3500 square feet.
- o Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

**PLANS ARE REQUIRED FOR ALL OTHER BUILDING TYPES** and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal.

**PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

WHAT IS THE BUILDING SIZE IN SQ. FT? \_\_\_\_\_ WHAT IS THE INPUT RATING OF THE HEATING SYSTEM IN THIS BUILDING? \_\_\_\_\_

**HAVE MECHANICAL PLANS BEEN SUBMITTED** (check one).     Yes     No     Not Required

**V. APPLICANT SIGNATURE (below)**

**Section 23a of the State Construction Code Act of 1972, 1972 PA230, MCL 125.1523a, 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 residential structure. Violators of Section 23a are subject to civil fines.**

Signature	Printed Name	Date
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**VI. HOMEOWNER AFFIDAVIT**

I hereby certify that the mechanical work described on this permit application shall be **installed by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Mechanical Code and **shall not be enclosed, covered up,** or put into operation until it has been inspected and approved by the Leelanau County Mechanical Inspector. I will cooperate with the Leelanau County Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. EXPIRATION OF PERMIT:** A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit or if authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE REVOKED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. REVOKED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**VIII. FEE CHART** Enter the number of items being installed, multiply by the unit price for the subtotal fee

	FEE	#OF ITEMS	TOTAL		FEE	#OF ITEMS	TOTAL
<b>1. APPLICATION BASE FEE</b> <i>NON-REFUNDABLE</i> (Does not include inspection)	\$50.00	1	\$50.00	<b>19. HRV &amp; ERV UNITS</b> (each)	\$10.00		
<b>2. AFTER-THE-FACT PERMIT FEE:</b> a fee of \$150 may be assessed to individuals who have been found by the Building Official to have proceeded with construction without obtaining required permits.	\$150.00			<b>20. UNIT HEATERS</b> (terminal units)	\$15.00		
<b>3. RESIDENTIAL MECHANICAL – NEW HOUSE CONSTRUCTION ONLY</b> (See Section VIII below for clarification)	\$90.00			<b>COMMERCIAL ITEMS ONLY BELOW</b>			
<b>4. GAS BURNING FIREPLACE</b>	\$30.00			<b>21. HEATING PUMPS:</b> <i>COMMERCIAL – PIPE NOT INCLUDED</i>	\$20.00		
<b>5. GAS/OIL BURNING EQUIPMENT</b> (furnaces and roof top units)	\$30.00			<b>22. AIR HANDLERS/HEAT WHEELS</b> UNDER 10,000 CFM	\$20.00		
<b>6. BOILER</b>	\$30.00			<b>23. OVER 10,000 CFM</b>	\$60.00		
<b>7. PIPING (ALL)</b>	\$25.00			<b>24. COMMERCIAL HOODS</b>	\$15.00		
<b>8. DUCTWORK (ALL)</b>	\$25.00			<b>25. V.A.V. BOXES or Zone Damper Equip.</b>	\$10.00		
<b>9. GAS PIPING EACH OPENING</b> (Residential)	\$5.00			<b>26. UNIT VENTILATORS/PTAC Units</b> each	\$10.00		
<b>10. SOLID FUEL EQUIPMENT (All)</b> (INCLUDES CHIMNEY)	\$30.00			<b>27. FIRE SUPPRESSION/PROTECTION</b> (includes piping)	\$40.00		
<b>11. CHIMNEY, factory built</b> (installed separately) B vent, PVC, etc.	\$25.00			<b>28. COILS</b> (Heat/Cool)	\$30.00		
<b>12. SOLAR; SET OF 3 PANELS</b> INCLUDES PIPING	\$20.00			<b>29. REFRIGERATION</b> (split system) (includes one coil)	\$30.00		
<b>13. WATER HEATER</b>	\$5.00			<b>30. CHILLER</b> (A/C or Refrigeration)	\$30.00		
<b>14. AIR CONDITIONING</b> (includes split systems) RTU cooling only	\$30.00			<b>31. COOLING TOWERS</b> (A/C or Refrig.)	\$30.00		
<b>15. HEAT PUMPS</b> (split systems) or Geothermal (complete residential)	\$30.00			<b>32. COMPRESSOR/Condensers</b>	\$30.00		
<b>16. Bath, Dryer, Kitchen Exhaust,</b> (residential ducting not included)	\$5.00 Per unit			<b>33. ADDITIONAL/ROUGH INSPECTION</b>	\$50.00		
<b>17. TANK CONNECTIONS</b>	\$5.00			<b>34. FINAL INSPECTION</b>	\$50.00		
<b>18. HUMIDIFIERS/AIR CLEANERS</b>	\$10.00			<b>Sub Total</b> (There is a 3% convenience fee for credit cards)			
<b>VIII. FEE CLARIFICATION:</b> <b>TO BE USED FOR THE CONSTRUCTION OF NEW SINGLE-FAMILY DWELLINGS ONLY;</b> Includes: 1 furnace with venting or heat pump, 1 A/C unit, 1 ductwork, 1 water heater, 1 humidifier, 4 gas pipe openings and 5 exhaust vents. <b>ITEMS EXCEEDING ABOVE MUST BE LISTED SEPERATELY</b>				<b>CHECK #</b>	<b>TOTAL FEE</b>		

**OFFICIAL USE**

<b>APPLICATION APPROVAL</b>	
Code Official _____	Date _____





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Permit Number

APPLICATION FOR PLUMBING PERMIT

I. JOB LOCATION

Name of Owner/Agent, Parcel Number (Required), Has a building permit been obtained for this project?, Street Address & Job Location (Street No. and Name)

II. CONTRACTOR/HOMEOWNER INFORMATION

Contractor Name, Telephone Number, Homeowner Name, Telephone Number, Address (Street Number and Name) (P.O. Box), Cell Number, E-mail Address, City, State, Zip Code, Fax, Federal Employer Number, Contractor License Number, Expiration Date, Workers Compensation Insurance Carrier, MESC Employer Number, Master License Number, Expiration Date

III. TYPE OF JOB

Residential, Commercial, New, Alteration, Sewer Only, Water Service Only, Underground, Description of Work (Required)

IV. PLAN REVIEW REQUIREMENT

PLAN REVIEWS ARE NOT REQUIRED FOR THE FOLLOWING: One or two family dwellings containing less than 3500 square feet of building area. Alterations & repair work determined by the plumbing official to be of a minor nature. Assembly, Business, Mercantile and Storage building with a plumbing fixture count less than 12. Work completed by a governmental subdivision or state agency costing less than \$15,000.00. PLANS ARE REQUIRED FOR ALL OTHER BUILDING TYPES and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED. HAVE PLUMBING PLANS BEEN SUBMITTED (check one). Yes No Not Required

V. APPLICANT SIGNATURE (below)

Section 23a of the State Construction Code Act of 1972, 1972 PA230, MCL 125.1523a, 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 residential structure. Violators of Section 23a are subject to civil fines. Signature, Printed Name, Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify that the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the State Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Leelanau County Plumbing Inspector. I will cooperate with the Leelanau County Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**VII. EXPIRATION OF PERMIT:** A permit becomes invalid if the authorized work is not commenced within six months after issuance of the permit or if authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE REVOKED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE, OR THE DATE OF A PREVIOUS INSPECTION. REVOKED PERMITS CANNOT BE REFUNDED OR REINSTATED.

**VIII. FEE CLARIFICATION**

**ITEM #2 MOBLIE HOME UNIT SITE:** When item is used for sewer excavation in a new park, the permit application should include the application fee plus, the number of unit sites and final inspection. WHEN setting a mobile or modular home on private property, a permit will include the application fee, #11, #25 and a final inspection.

**ITEM #10 FIXTURES, FLOOR DRAINS, SPECIAL DRAINS, & WATER CONNECTED APPLICANCES INCLUDE:**

Water Closets	Emergency Eye Wash	Oil Separator	Sand Trap	
Bathtub	Emergency Shower	Cuspidor	Embalming Table	Water Connection or outlet to:
Lavatories	Garbage Grinder	Dishwasher	Bed Pan Washer	Carbonated Beverage Dispenser
Shower Stall	Water Outlet Cooler	Refrigerator	Floor Drain	Make-up Water Tank
Laundry Tray	Ice Making Machine	Water Heater	Roof Drain	Heating System
Urinal	Water Connected Still	Drinking Fountain	Grease Trap	Filters
Autopsy	Slop Sink	Condense Drain	Starch Trap	Sprinkler systems (Irrigation)
Sink (any description)	Bidet	Washing Machine	Plaster Trap	Sterilizer
		Acid Waste Drain	Dental Chair	

**PLUS, ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED**

**ITEM #13, Domestic water treatment and filtering Equipment:** A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #13 and the appropriate water distribution pipe (system) size fee.

**IX. FEE CHART Enter the number of items being installed, multiply by the unit price for the subtotal fee**

	FEE	# OF ITEMS	TOTAL		FEE	# OF ITEMS	TOTAL
<b>1. APPLICATION BASE FEE NON-REFUNDABLE (Does not include inspection)</b>	\$50.00	1	\$50.00	<b>14. SERVICE CONNECTION (MUNICIPAL LOCATIONS) - WATER</b>	\$5.00		
<b>2. AFTER-THE-FACT PERMIT FEE:</b> a fee of \$150 may be assessed to individuals who have been found by the Building Official to have proceeded with construction without obtaining required permits.	\$150.00			<b>15. SERVICE CONNECTION (MUNICIPAL LOCATIONS) - SEWER</b>	\$5.00		
<b>3. MOBILE HOME PARK SITE-EACH SEE VIII</b>	\$5.00			<b>16. WATER DISTRIBUTING PIPE 3/4 INCH PIPE</b>	\$5.00		
<b>4. WATER SERVICE LESS THAN 2 INCHES</b>	\$5.00			<b>17. 1 INCH</b>	\$10.00		
<b>5. 2 TO 6 INCHES</b>	\$5.00			<b>18. 1 ¼ INCH PIPE</b>	\$15.00		
<b>6. OVER 6 INCHES</b>	\$50.00			<b>19. 1 ½ INCH PIPE</b>	\$20.00		
<b>7. MANHOLES / CATCH BASINS BUILDING DRAIN/BUILDING SEWERS</b>	\$5.00			<b>20. 2 INCH PIPE</b>	\$25.00		
<b>8. STACKS -EACH SOIL, WASTE, VENT &amp; CONDUCTOR</b>	\$3.00			<b>21. OVER 2 INCH PIPE</b>	\$30.00		
<b>9. SUB-SOIL DRAINS - EACH EACH OPENING - NEW INSTALLATION</b>	\$5.00			<b>22. REDUCED PRESSURE ZONE BACK FLOW PREVENTER (each)</b>	\$5.00		
<b>10. SEWAGE EJECTOR-EACH SUMPS</b>	\$5.00			<b>23. Medical Gas System</b>	\$45.00		
<b>11. FIXTURES, FLOOR DRAINS-EACH SPECIAL DRAINS, WATER CONNECTED APPLIANCES</b>	\$5.00			<b>24. ADDITIONAL/ROUGH INSPECT</b>	\$50.00		
<b>12. WATER HEATER</b>	\$5.00			<b>25. FINAL INSPECTION</b>	\$50.00		
<b>13. DOMESTIC WATER TREATMENT and filtering equip. (only) See VIII</b>	\$5.00			<b>Sub Total</b> (There is a 3% convenience fee for credit cards)			
				<b>CHECK #</b>	<b>TOTAL FEES</b>		

**OFFICIAL USE**

**APPLICATION APPROVAL**

Code Official	Date