

Building Permit

**Manistee
Township**
410 Holden St
Manistee MI, 49660
Phone 231-723-6507
EXT-12

Date: ____/____/____

Permit #

Job Address: _____	Property Tax ID: _____	Total Cost: \$ _____ <small>(Office use only)</small>
Zoning District: (office use) _____	Owner: _____	
Use Group (Office use) _____	Phone () _____	
Type Const: (Office use) _____	Address: _____	
Basic Dimensions: _____ ft. x _____ ft.	Contractor: _____	By _____ Building Official
No. Floors: _____	Phone() _____	
	Address: _____	

Residential	Commercial	Deck	New Building	Re-Roofing
Manufactured Homes	Addition	Alteration	Attached Garage	Siding
Accessory Bldg.	Swimming Pool	Foundation Only	Fence over 7ft tall	Demolition
Signs	Other _____			
_____ Sq Ft Accessory Bldg.	_____ Sq Ft main floor	_____ Sq Ft second floor	_____ Sq Ft fin. basement	
_____ Sq Ft Attached Garage	_____ Sq Ft unfinished basement	_____ Roof Height		

(attached garage requires fire separation)

Construction documents must be sealed by an architect engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

Engineer/Architect: _____ Phone (_____) _____
Address: _____

Applicant is responsible for the payment of all fees an 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, 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 a residential structure. Violators of section 23a are subjected to civil fines.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE

DATE

CHECKLISTS

Must be completed and returned with permit before the permit can be issued.

Residential Construction

- ___ Completed Building Permit Application
- ___ 3 Full Sets of Plans (plus 1 Digital Set)
- ___ Energy Compliance Worksheet
- ___ Site Plan / Lot Diagram
- ___ Driveway Permit
- ___ Water & Sewer or Well & Septic Permit
- ___ Soil Erosion Permit
- ___ EGLE Permit
- ___ Truss Diagram
- ___ Proof of Ownership
- ___ Zoning Approval

Commercial Construction

- ___ Completed Building Permit Application
- ___ 3 Sets of Plans (plus 1 Digital Set)

***** MUST BE SEALED/STAMPED BY DESIGN PROFESSIONAL**

- ___ Energy Compliance Worksheet
- ___ Site Plan / Lot Diagram
- ___ Driveway Permit
- ___ Water & Sewer or Well & Septic Permit
- ___ Soil Erosion Permit
- ___ EGLE Permit
- ___ Proof of Ownership
- ___ Zoning Approval

Please complete the secondary list below that applies to the project.

Foundation Only

- ___ Foundation Plan

Deck

- ___ Floor Plan
- ___ Elevation (Side View)
- ___ Cross Section (Footing to Top of Structure)
- ___ Connection Detail (Post to Girder)

→ **Signature:** _____ **Date:** _____

list continues on next page

Detached Garage/Accessory Structure

- ___ Completed Trade Permit Application (if applicable)
- ___ Exterior Elevation
- ___ Floor Plan
- ___ Cross Section
- ___ Engineered Truss Diagram

Fence – Over 7ft Tall

- ___ Completed Building Permit Application
- ___ Details

Manufactured Home

- ___ HUD approved unit
- ___ State approved unit

Roof Repair

- ___ Drawings of Work to be Performed that includes but not limited to : Roof covering materials, Number of layers, Decking, Roof venting, Flashing, ETC

Swimming Pools

- ___ Completed Electrical Permit Application
- ___ Completed Mechanical Permit Application (If Heated)
- ___ Site Plan (With Barriers)
- ___ Cross Section
- ___ Alarms (If Applicable)
- ___ Indicated Type of Pool
- ___ Bonding Requirements

Solar Panels

- ___ Drawings For Ground and Roof Mounted Systems
- ___ Completed Electrical Permit Application
- ___ Manufacturer’s Specs (Installation Instructions)
- ___ Utility Inner Connection Agreement

Signs

- ___ Completed Electrical Permit Application (If illuminated)
- ___ Foundation (Free Standing Signs or Monuments)
- ___ Drawings With Sufficient Details for a Plan Review

→ Signature: _____ Date: _____

list continues on next page

Demo

- ____ Proof Of Disconnects All Utilities
- ____ Regulated/controlled materials (i.e., contaminated materials, asbestos, underground storage tanks, etc.) are present on site. YES/NO
If YES, appropriate authorities must be contracted, and material disposed properly.

*** Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Including wall sections/cross-sections drawings showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimension, window, door, and stair openings. All structures containing Pre-manufacturer members (roof trusses, laminated beams, etc.) require sealed drawings from manufacture, forward to our office at time of delivery.**

PLEASE CALL Should YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

Print: _____

Date: _____

Signature: _____

Contact List

Sanitation

Heath (Septic/Well) Permit Sanitarian -
Frank Palatka
District #10 Health Department
385 Third St
Manistee MI 49660
Phone (231) 723.3595 Mon - Fri
8a-4:30p

US-31 Sewer/Water Connections
M-55 East - LRBO - Utility Dept.
2539 Dontz Rd (231) 398-2285
M-55 West - City of Manistee
Dept of Public Works 280 Washington St
(231) 723-7132

Driveway

Manistee County Road Commission
8946 Chippewa Hwy
Bear Lake MI 49614
Phone (231) 889.0000
Weekdays 8a-4p

County Address Request

Manistee County Planning Department
395 Third St
Manistee MI 49660
Phone (231) 723.6041 Fax (231)
723.1718 8:30a-5p
Email: planning@manisteecountymi.gov

Zoning/Township Building Dept.

Manistee Township Zoning Administrator
Karen Clouse
Manistee Township Hall - 410 Holden St
Manistee MI 49660
Phone (231) 723.6507 x12
M - Thurs 9a - 3p
Email: karenmtwp@gmail.com

Building Code

Associated Gov't Services
Phone (269) 629.0600
M - F 8a-12p 1:30p-4:30p

EGLE Permits

Lake Mich. Erosion & Sand Dunes, Wetlands, Dredge & Fill Docks, Etc. EGLE
Cadillac Division - covering Mason & Manistee Counties
Keenan Cooper
120 W Chapin St
Cadillac MI 49601
Phone (989) 370-7350 Email: cooperk9@michigan.com

County Soil Erosion & Sediment Control Permit

Manistee County Planning Department
Glenn Zaring
395 Third St
Manistee MI 49660
Phone (231) 723-6041
Email: planning@Manisteecountymi.gov

Please call **231.723.6507 x12** if you require further assistance in completing this application.

1.29.2024 Updated