

REQUIREMENTS FOR OBTAINING PERMITS FOR CONSTRUCTION

PERMITS MUST BE OBTAINED AND POSTED PRIOR TO CONSTRUCTION

FIRST: For new homes or if adding more bedrooms to an existing home; Obtain a permit from the Grand Traverse County Environmental Health Department to install a well & septic system.

❖ 2650 La Franier Road , Traverse City, MI 49686, (231)995-6051

or,

FIRST: For new homes with public water or sewer; Obtain a permit from the Grand Traverse County Department of Public Works.

❖ 2650 La Franier Road , Traverse City, MI 49686, (231)995-6039

SECOND: Obtain a permit for a new driveway from the Grand Traverse County Road Commission.

1881 La Franier Road, Traverse City, MI 49686, (231)922-4848

THIRD: Obtain a Soil Erosion & Sedimentation earth change permit when within 500 feet from a water body, the earth change activity is more than an acre, or the earth change activity is affecting more than 10% slopes - from the Grand Traverse County Drain Commissioners Office.

❖ 2650 LaFranier Road , Traverse City, MI 49686, (231)995-6042

FOURTH: Approval from the Subdivision Architectural Control Committee if located in the following plats: Basswood Forest, Cerro Vega #2, Chandler Lake Estates, Cherry Ridge Estates, Cinnamon Ridge, Cross Country Trail, English Woods, Erin Glen, Holiday South, Holiday Forest, Holiday Woods, Kenona Woods, Northwood Acres, Sharkey Hills, Ridge Run, Thousand Oaks Estates, Verndale at East Bay, and Village at Chartwell. Contact the Township Office at (231)947-8681 for the contact person in these plats.

FIFTH: Obtain a land use permit from East Bay Township. Land Use Permit applications that are complete (**FILLED OUT COMPLETELY**), and filed, are **USUALLY** issued within **7 WORKING** days, during regular business hours Monday-Friday. Appointments for application review are available. (Permit copies from the above agencies and if applicable a letter from the Subdivision Committee are required before a land use permit will be issued.)

❖ 1965 Three Mile Road N., Traverse City, MI 49686, (231)947-8681



SIXTH: For Commercial Projects, obtain a Fire Prevention Permit.

❖ 897 Parsons Road, Traverse City, MI 49686, (231)922-2077

ALSO: If plumbing, electrical, or mechanical work is included in the project, appropriate permits must be obtained from Grand Traverse County prior to starting the work.

❖ 2650 Lafranier Road , Traverse City, MI 49686, (231)995-6049

ALSO: For projects on US-31 North; Permits are required from MDOT (Michigan Department of Transportation) 3491 Hartman Rd., Traverse City, MI 49684, (231)941-1986

SEVENTH: Obtain a building permit from the Grand Traverse County Construction Code Office. They require you to bring the original or a copy of the above required permits and two sets of plans. For required completeness of plans or drawings please refer to the requirements listed below. An energy code form must be completed for all new buildings unless wood is the only source of heat (no backup). Forms are available at the Construction Code Office. All plans must be sealed by a registered Engineer or Architect unless the building is a residence of less than 3,500 square feet.

❖ 2650 LaFranier Road , Traverse City, MI 49686, (231)995-6044

Additional requirements for building permits related to required plans and specifications can be acquired from The Grand Traverse County Construction Code.

As a minimum, the Construction Code Office will require:

1. Floor Plans; to scale, of each floor including exterior dimensions, locations of windows and doors, and identification of all spaces and rooms.
2. Footing and Foundation Plan; including all dimensions, any supporting beams and posts or piers.
3. Exterior Elevations; including windows, doors, decks, dormers, roof lines, and other projections. Final grade lines should be shown.
4. Cross Section; through exterior wall from footing to highest point on roof. Include joists, beams, rafters, trusses, or other structural members. Identify members and indicate sizes.
5. Site Plan; showing location of building or structure, with measurements, in relation to lot lines and other buildings or structures.

If the work is of a minor nature (as determined by the Construction Code Office), only enough information and/or plans to adequately describe the scope of the project and meet the Office's approval need be submitted.