

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 SEASONAL USE PERMITS

- AUTHORIZATION LETTER FOR WORK FROM OWNER**
- LAND USE PERMIT OR SPECIAL 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	231-499-7165
Cleveland	231-228-5123	Leelanau	231-386-5138	Northport Village	231-758-4702
Elmwood	231-946-0921	Leland	231-360-2557	Suttons Bay Village	231-271-3051
Empire	231-360-2557	Solon	231-360-2557		
- LOCAL FIRE DEPARTMENT COMPLIANCE** – notify local fire department of plans

Bingham	231-271-6978	Glen Arbor	231-334-3279	Suttons Bay Twp.	231-271-6978
Centerville	231-228-5396	Kasson	231-228-5396	Empire Village	231-334-3279
Cleveland	231-228-5396	Leelanau	231-386-5343	Northport Village	231-386-5343
Elmwood	231-941-1647	Leland	231-866-6248	Suttons Bay Village	231-271-6978
Empire	231-334-3279	Solon	231-228-5396		
- PERMIT APPLICATION** – 231-256-9806 **Submittal to Include:**
Construction Documents R106.1 two sets of complete building plans to include the below items:
 - 1) **Foundation plans** - identify anchoring details or installation instructions of structure
 - 2) **Floor plans** - Identifying use
 - 3) **Site plan** - drawn to scale showing the location and information that defines the means of egress and the occupant load
 - 4) **Inspection** – on site inspection to be done by Building Inspector prior to approval being given. Building inspector may be accompanied by Township Fire Chief.
 - 5) **Fee** - \$175

NOTE: R107.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, light, ventilation and sanitary requirements of this code as necessary to ensure the public health, safety and general welfare.