

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 RESIDENTIAL 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	231-360-2557		
- 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 or prints for a new single-family dwelling & additions
- MI DEPARTMENT OF ENVIRONMENTAL QUALITY PERMIT** – when applicable 1-231-383-5952
- BUILDING PERMITS APPLICATION** – 231-256-9806 **To Include:**
Construction Documents R106.1 two sets of complete building plans to include the below items:
 - 1) Foundation plans** - identifying support beam size, column spacing, sill plate anchor location and size, foundation reinforcement, foundation ventilation, and dimensions.
 - 2) Floor plans** - Identifying use of each room, location of windows and door openings, location of smoke detectors, location and size of attic access, and dimensions.
 - 3) Elevations** - front, rear and sides.
 - 4) Sections** - typical exterior wall section from bottom of footings to roof peak indicating: method of construction materials, structural framing size and spacing, foundation damp proofing, attic/rafter ventilation, roof preparation, and ceiling heights. Include deck and stairway section showing handrails, guardrail height and spacing of intermediate guards, and riser/run of stairs.
 - 5) Truss design data R802.10.1, R106.1.4** - or as an alternative to drawings, truss design data sheet may be provided at the time of application. Actual drawings must be submitted prior to installation.
 - 6) Site plan** - drawn to scale showing proposed new construction, existing buildings and dimensions from property lines.
 - 7) Authorization letter** – from owner or contractor if allowing someone else to sign on their behalf or act as their agent.
 - 8) Base Payment** - \$125 to enter application in for Plan Review. The remaining balance will be due prior to permit issuance.

BUILDING PERMITS & ADDRESS MUST BE POSTED PRIOR TO CONSTRUCTION.