



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

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E-mail: buildingsafety@leelanau.gov

Permit Number (office use only)

Empty box for Permit Number

APPLICATION FOR SEASONAL USE PERMIT

I. JOB LOCATION

Parcel Number, Township or Village, Address, City, Zip Code

II. IDENTIFICATION

A. OWNER OR LESSEE

Name, Address, City, State, Zip Code, Telephone Number, E-mail, Cell Number

III. TYPE OF STRUCTURE OR USE

1. Tent(s), 2. Event Barn, 3. Igloo(s), 4. Other, Alcohol Served, Cooking Occurring, Occupant Load, Use Group

IV. WORK DESCRIPTION

Provide a description of the work to be covered by building permit. To include: number of tents/igloos and sizes, dates of events, time frame that events will occur, intended use

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.

I hereby certify that the proposed work described on this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.

Signature, Printed Name, Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify that the work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy.

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.

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.

VII. VALIDATION - FOR DEPARTMENT USE ONLY

Table with 6 columns: PERMIT APPROVALS, REQUIRED, APPROVED, DATE, NUMBER, BY. Rows include Authorization, Land Use, Two (2) Sets of Plans, Other.

Permit Fee \$, Check #

Approved By, Date