

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**MANISTEE TOWNSHIP**

**COMMERCIAL BUILDING PERMIT**

**MANISTEE TOWNSHIP**  
 410 HOLDEN STREET  
 MANISTEE MI 49660-1100  
 PH. 231-723-6507 FAX. 231-723-0696  
 BLDG DEPT. 800-627-2801 EXT. 0

Permit # \_\_\_\_\_

Job Location: \_\_\_\_\_ Property tax: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_

**For Office Use Only**  
 Zoning District \_\_\_\_\_  
 Use Group \_\_\_\_\_  
 Type of Construction \_\_\_\_\_  
 Permit Determinate \_\_\_\_\_

**NONRESIDENTIAL** – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. **Type of Improvement:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED DOCUMENTS**

- \_\_\_\_ Site Plan Approval
- \_\_\_\_ Site Plan
- \_\_\_\_ Variance Approval (if applicable)
- \_\_\_\_ **3 Sets of Sealed Drawings & Specs**
- \_\_\_\_ P.A. 135 Disclosure

**ADDITIONAL PERMITS REQUIRED**

- \_\_\_\_ Curb or Sidewalk Cut
- \_\_\_\_ Electrical
- \_\_\_\_ Mechanical
- \_\_\_\_ Plumbing
- \_\_\_\_ Sign or Billboard
- \_\_\_\_ Demolition
- \_\_\_\_ Erosion Control
- \_\_\_\_ Sanitary Sewer Tap
- \_\_\_\_ Storm Sewer Connection

PLAN REVIEW \$ \_\_\_\_\_  
 COST OF PERMIT \$ \_\_\_\_\_  
 TOTAL COST \$ \_\_\_\_\_  
 \_\_\_\_\_  
 Building Official  
 Make Checks Payable to: **MANISTEE TOWNSHIP**

Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information**

Name		Phone	Fax
Address		City	State/Zip Code
Fed ID# or SS#	MESC Emp. #	Worker's Disability Comp Carrier	
License #	Exp Date	Exempt Reason:	

Section 23A of the State Construction Code Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to the persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

**AGENT'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING PERMIT** SECOND PAGE  
LOT DIAGRAM

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

Signature of Applicant/Agent \_\_\_\_\_

Date \_\_\_\_\_

# COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_

(job address)

Owner's Name \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_ 1. SITE PLAN APPROVAL (or other zoning approval as required).
- \_\_\_ 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).
- \_\_\_ 3. VARIANCE APPROVAL, if applicable.
- \_\_\_ 4. **Two (3) SETS OF SIGNED AND SEALED DRAWINGS & SPECIFICATIONS.**
- \_\_\_ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).
- \_\_\_ 6. PLAN REVIEW (Will be conducted by the Building Department)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- \_\_\_ 7. CURB OR SIDEWALK CUT
- \_\_\_ 8. SIGN OR BILLBOARD PERMIT
- \_\_\_ 9. DEMOLITION PERMIT
- \_\_\_ 10. SOIL EROSION CONTROL PERMIT: A soil erosion review is required by the State of Michigan, must receive a permit or waiver.
- \_\_\_ 11. STORM SEWER CONNECTION:
- \_\_\_ 12. SANITARY SEWER TAP

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

TOWNSHIP OFFICE HOURS are Monday – Thursday, 10am- Noon. PHONE at (231) 723-6507 ; by MAIL at 410 Holden St., Manistee, MI 49660-1100; or by FAX at (231) 723-0696

BUILDING DEPARTMENT: Ph. (800)627-2801 Monday through Friday 8-12 and 1:30-4:30

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE CALL SHOULD YOU REQUIRE FURTHER  
ASSISTANCE IN COMPLETING APPLICATIONS.**

Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forwarded to our office at time of delivery.

## 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 - LRBOI – 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](mailto: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](mailto:karenmtwp@gmail.com)

## Building Code

### **Associated Gov't Services**

Phone (800) 627.2801  
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  
David Schuberg  
120 W Chapin St  
Cadillac MI 49601  
Phone (231) 429.0577 Email: [schuberg@michigan.gov](mailto:schuberg@michigan.gov)

## 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](mailto:planning@Manisteecountymi.gov)

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