

PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for _____

Owner's Name _____ (job address)

Contractor's Name _____

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

- _____ 1. LOT DIAGRAM on back of first page of the application. (Required for ALL applications - NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS & STRUCTURES)
- _____ 2. BLUE PRINTS OR DRAWINGS - wall section, foundation plan, and floor plan required on all applications. Three (3) sets complete sets are required with permit application.
- _____ 3. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE - for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- _____ 4. PROOF OF OWNERSHIP (Provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)
- _____ 5. PROPERTY TAX I.D. NUMBER
- _____ 6. SANITATION & WATER SUPPLY PERMITS (County Environmental Health - 517-887-4312)
- _____ 7. DRIVEWAY/SIDEWALK PERMIT - (City Hall for city streets or County Road Commission for county roads - 517-676-2200)
- _____ 8. Is the structure within 500 feet of water (lake, river, county drain)? YES / NO
If YES, a SOIL EROSION PERMIT IS REQUIRED. (County Drain Commission - 517-676-8395)
- _____ 9. Is property located in wetlands or floodplain? YES / NO
No building permit may be issued if in a flood plain without DEQ approval. (517-373-1170)
- _____ 10. OTHER PERMITS EVENTUALLY NECESSARY: _____ Electrical _____ Mechanical _____ Plumbing _____ Sign
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

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

CITY OF LESLIE Building Department office hours are 9:00 am - 12:30 pm and 1:30 pm - 4:00 pm, Monday through Friday. Please call in all inspection requests at 800-627-2801 before 3:00 pm one day before the inspection is needed.

Signed _____ Date _____
(applicant signature)

* See reverse side for additional information.