

Commercial Building Permit Submittal Punch List

All applicants submitting for a commercial permit must submit the following

- Approved site plan
- Soil Erosion permit or waiver
- Approved septic permit from OCHD or an approval from the Township Sewer Director
- Approved well permit from OCHD or water hook up through the Township Water Director
- Third party inspections list including names, addresses and phone numbers of the third party inspectors.
 - Concrete
 - Steel (fabricator, welding, high strength bolts)
 - Soils
 - Masonry walls
 - Under slab compaction and re-enforcement
 - Pile foundations
 - Pier foundations
 - Wood Construction
- Fire Suppression submittals
- Fire Alarm submittals
- Property owner's name, address and phone number
- Architect and Engineers names, addresses and phone numbers
- Contractor's name, address and phone number
- Name, address and phone number of the Designated Design Professional's in charge of the project
- Name, address and phone number of the contact person in charge of project
- Completed building permit application with 3-sets of complete construction plans
- Fire Department certificate of occupancy permit
- Letter of compliance completed for the Planning Department, Sewer Department, Water Department, Fire Department and Police Department
- Additional permits are required for;
 - Electrical
 - Mechanical/HVAC
 - Plumbing
 - Fire Suppression
 - Fire Alarms
 - Signage

7525 Highland Road
White Lake, MI 48383



(248) 698-3300
Fax (248) 666-7451

**WHITE LAKE TOWNSHIP
APPLICATION FOR
COMMERCIAL BUILDING PERMIT**

OFFICE USE ONLY
DATE OF APPLICATION _____
PERMIT # _____

The undersigned hereby applies for a permit to construct commercial structure according to the provisions of White Lake Township Ordinances 58 and 93. This application must be filled out completely and returned to the White Lake Building Department, along with the following statements: **COMMERCIAL PLANS SHALL HAVE SEAL OF REGISTERED ARCHITECT/ENGINEER C OF O MUST BE OBTAINED BEFORE OCCUPANCY 3 COMPLETE SETS OF PLANS, INCLUDING SITE PLANS SHOWING SUFFICIENT DETAIL DRAWN TO SCALE ARE REQUIRED FOR PERMIT CONSIDERATION.**

1. Address of new construction: _____
2. Permit For: _____
3. Zoning District: _____ 4. Sidwell#: _____ 5. Use Group: _____
6. Construction Type: _____ 7. Building Height: _____ 8. Total Building Sq. Ft.: _____
9. Building Sq. Ft. by Level: Bsmt. _____ 1st Level _____ 2nd Level _____ 3rd Level _____
10. Building will be used for: _____
11. Estimated Cost of Construction: _____
12. Applicant's Name: _____
Address: _____
Phone: _____
Signature: _____
13. Registered Design Professional in Charge: _____
Address: _____
Phone: _____
State of Michigan License # _____
Signature: _____

OFFICE USE ONLY:

Plan Review Fee: _____ Fire Prevention Plan Review Fee: _____
Permit Fee: _____ TOTAL FEES DUE: _____
Approved By: _____ Date: _____

WHITE LAKE TOWNSHIP – BUILDING DEPARTMENT
Letter of Compliance Regarding Commercial Construction

The White Lake Township Building Department has received plans and an application has been made for a building permit. Please advise as to any outstanding issues that may affect or permit the issuance of a building permit or a Certificate of Occupancy with regards to the site or project. Please respond as soon as possible.

Date:

Project:

Applicant's Name:

Applicant's Phone Number:

Address of Proposed Project:

Parcel No.:

To be completed by: White Lake Township Water Department

Water Department inspections are completed and:

Approved

Approved w/ Conditions

Denied

Water Department Signature: _____

ADDITIONAL COMMENTS:

* Return to Building Department*

WHITE LAKE TOWNSHIP – BUILDING DEPARTMENT
Letter of Compliance Regarding Commercial Construction

The White Lake Township Building Department has received plans and an application has been made for a building permit. Please advise as to any outstanding issues that may affect or permit the issuance of a building permit or a Certificate of Occupancy with regards to the site or project. Please respond as soon as possible.

Date:

Project:

Applicant's Name:

Applicant's Phone Number:

Address of Proposed Project:

Parcel No.:

To be completed by: **White Lake Township Sewer Department**

Sewer Department inspections are completed and:

Approved

Approved w/ Conditions

Denied

Sewer Department Signature: _____

ADDITIONAL COMMENTS:

* Return to Building Department*

WHITE LAKE TOWNSHIP – BUILDING DEPARTMENT
Letter of Compliance Regarding Commercial Construction

The White Lake Township Building Department has received plans and an application has been made for a building permit. Please advise as to any outstanding issues that may affect or permit the issuance of a building permit or a Certificate of Occupancy with regards to the site or project. Please respond as soon as possible.

Date:

Project:

Applicant's Name:

Applicant's Phone Number:

Address of Proposed Project:

Parcel No.:

To be completed by: White Lake Township Fire Department

Fire Department inspections are completed and:

Approved

Approved w/ Conditions

Denied

Fire Department Signature: _____

ADDITIONAL COMMENTS:

* Return to Building Department*

WHITE LAKE TOWNSHIP – BUILDING DEPARTMENT
Letter of Compliance Regarding Commercial Construction

The White Lake Township Building Department has received plans and an application has been made for a building permit. Please advise as to any outstanding site plan issues. Please respond as soon as possible.

Date:

Project:

Applicant's Name:

Applicant's Phone Number:

Address of Proposed Project:

Parcel No.:

To be completed by: **White Lake Township Planning Department**

Planning Department inspections are completed and:

- Site plan requirements are **NOT** approved. Do not issue Building permits
- Site plan requirements are **APPROVED**. Approval to issue Building permits.

Planning Department Signature: _____

ADDITIONAL COMMENTS:

Return to Building Department

WHITE LAKE TOWNSHIP – BUILDING DEPARTMENT
Letter of Compliance Regarding Commercial Construction

The White Lake Township Building Department has received plans and an application has been made for a building permit. Please advise as to any outstanding issues that may affect or permit the issuance of a building permit or a Certificate of Occupancy with regards to the site or project. Please respond as soon as possible.

Date:

Project:

Applicant's Name:

Applicant's Phone Number:

Address of Proposed Project:

Parcel No.:

To be completed by: White Lake Township Police Department

Police Department inspections are completed and:

Approved

Approved w/ Conditions

Denied

Police Department Signature: _____

ADDITIONAL COMMENTS:

* Return to Building Department*



Fire Department
Charter Township
White Lake

Chief A. J. Maltese

Office Hours
M-F 8-4

7420 Highland Road, White Lake, MI 48383-2856 - Tel (248) 698-3335 - Fax (248) 698-8982

INSPECTION APPLICATION

Date: _____

Applicant: _____
Clearly print legal name.

Contact #: _____

Address: _____
Clearly print address of property to be inspected.

FOR OFFICE USE ONLY

Type of Inspection Requested: _____

Inspection Fee Amount: \$_____ Collected by: _____ on ___/___/___
Initials

Liquor License:

- A. Inspection and Re-Inspection \$135.00
- B. Second and Subsequent Re-Inspection..... \$ 90.00

Certificate of Occupancy:

- A. Inspection and Re-Inspection \$135.00
- B. Second and Subsequent Re-Inspection..... \$ 90.00

Witnessed Fire Protection System Acceptance Test Fee: \$135.00

- A. Off Hour... \$200.00
- B. Re-Inspection \$ 90.00

APPLICATION NO. _____

CHARTER TOWNSHIP OF WHITE LAKE
SOIL EROSION AND SEDIMENTATION CONTROL PERMIT APPLICATION
ORDINANCE No. 116
7525 HIGHLAND RD
WHITE LAKE, MICHIGAN 48383

1. OWNER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

ON-SITE RESPONSIBLE PERSON: _____ PHONE: _____

2. ENGINEER'S OR ARCHITECT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

3. WHEN PERMIT IS READY:

_____ RETURN BY MAIL

_____ PHONE - NAME: _____ NUMBER: _____

4. NAME OF PROJECT: _____

PERMITTED ACTIVITY: _____

PHASE OF PROJECT (IF APPLICABLE): _____

5. LOCATION OF PROJECT:

_____ 1/4 OF SECTION _____, WHITE LAKE, MICHIGAN

ADDRESS OR NEAREST MAJOR CROSSROADS: _____

6. SIDWELL NO. _____, LEGAL DESCRIPTION OF PARCEL (PROVIDE AS ATTACHMENT OR USE REVERSE SIDE IF NECESSARY).

7. AREA OF PARCEL (ACRES): _____

8. EXTENT OF EARTH DISRUPTION (ACRES): _____

9. TYPE OF SOIL (S) ON SITE FROM COUNTY SOIL SURVEY OR SOIL BORINGS: _____

Revised 4/9/09

10. IDENTIFY (BY NAME IF POSSIBLE) OFF-SITE OUTLETS FOR PROJECT STORM DRAINAGE:

LAKE _____ POND _____ OPEN DITCH _____
STREAM _____ WETLANDS _____ ENCLOSED DRAIN _____
OTHER _____

11. LINEAR DISTANCE (FT.) FROM SITE TO NEAREST LAKE OR STREAM: _____

12. WILL PROJECT INCLUDE ANY WORK OR DISRUPTION WITHIN A FLOODPLAIN?
(PLACEMENT OF FILL, STRUCTURE INSTALLATIONS, ETC.) _____ YES _____ NO

13. WILL PROJECT INCLUDE ANY WORK OR DISRUPTION WITHIN A LAKE, STREAM, OR
WETLAND (DREDGING, STREAM RELOCATION, WETLAND FILL, ETC.) _____ YES _____ NO

14. NUMBER OF WETLAND/WATERCOURSE CROSSINGS (AS PERMITTED BY TWP. WETLAND
AND WATERCOURSE ORDINANCE) _____

15. ANTICIPATED EARTHWORK STARTING DATE: _____

16. ANTICIPATED EARTHWORK COMPLETION DATE: _____

17. ARE THE PLANS FOR THIS PROJECT REQUIRED TO BE PREPARED BY A PROFESSIONAL
ENGINEER, LAND SURVEYOR, OR ARCHITECT PER THE PROVISIONS OF
"REGISTRATION ACT #240 OF 1937, AS AMENDED"? _____ YES _____ NO

18. PERMIT FEES:

A. PLAN REVIEW FEE**

ACREAGE (TO NEAREST ACRE) FROM ITEM NO. 8 x \$50/ACRE (\$250.00 MIN) \$ _____

EACH STREAM, WETLAND, OR WATERCOURSE CROSSING
(FROM ITEM NO. 14) x \$100.00 EACH \$ _____

B. INSPECTION FEE

ACREAGE (TO NEAREST ACRE) FROM ITEM NO.8 x \$200/ACRE (\$500.00 MIN) \$ _____

EACH STREAM, WETLAND, OR WATERCOURSE CROSSING
(FROM ITEM NO. 14) x \$250.00 EACH \$ _____

C. ANNUAL PERMIT RENEWAL 15% OF SESC PERMIT FEE \$ _____

TOTAL FEE: \$ _____

**PLAN REVIEW FEES COVER THE INITIAL PLAN REVIEW AND REVIEW OF UP TO TWO (2) REVISIONS.
ANY FURTHER REVISIONS WILL REQUIRE SUBMISSION OF AN ADDITIONAL REVIEW FEE EQUAL TO
ONE HALF (1/2) OF THE ORIGINAL REVIEW FEE.

19. BOND REQUIREMENTS:

A BOND OR LETTER OF CREDIT MADE OUT TO THE CHARTER TOWNSHIP OF WHITE LAKE.
TOTAL COST OF ALL TEMPORARY AND PERMANENT SOIL EROSION AND SEDIMENTATION
CONTROL MEASURES INCLUDED IN THE APPROVED PLAN WILL BE REQUIRED ON ALL
PROJECTS WHERE THE COST MAY EXCEED \$1,000.00. THIS BOND AMOUNT MUST BE
APPROVED BY THE PLANNING DEPARTMENT AND SHALL BE POSTED ONCE PLANS ARE
APPROVED.

20. BOND AMOUNT

ESTIMATED COST OF TEMPORARY AND PERMANENT (E.G., TOPSOIL, SEED AND MULCH) SOIL EROSION CONTROL MEASURES (ATTACH ITEMIZED LIST OF MEASURES):

ALL APPLICATIONS FOR SOIL EROSION PERMITS MUST INCLUDE:

- A. TWO SETS OF EROSION AND SEDIMENTATION CONTROL PLANS AND ONE FULL SET OF ENGINEERING PLANS, INCLUDING RELATED DETAIL SHEETS. ONE COPY OF THE PLAN WILL BE RETURNED TO APPLICANT FOR ANY NECESSARY REVISIONS. FOUR (4) COPIES OF THE APPROVED PLAN SHALL BE NECESSARY FOR FINAL DISTRIBUTION UPON PERMIT ISSUANCE.
- B. "TIMING AND SEQUENCE OF CONSTRUCTION" INDICATED ON THE EROSION CONTROL PLAN STATING HOW PROJECT IS TO PROGRESS AND AT WHAT POINT THE RESPECTIVE EROSION AND SEDIMENTATION CONTROL MEASURES WILL BE IMPLEMENTED AND MAINTAINED.
- C. A CONSTRUCTION COST ESTIMATE WHICH SHOULD INCLUDE AN ITEMIZED COST OF TEMPORARY OR PERMANENT (E.G., FILTER, FABRIC, STONE FILTERS, SEED AND MULCH, SOD, ETC.) SOIL EROSION CONTROL MEASURES.
- D. PERMIT FEE FOR PLAN REVIEW AND INSPECTION: CHECK PAYABLE TO WHITE LAKE TOWNSHIP.
- E. COMPLETE APPLICATION FORM.

NOTES:

PRIOR TO ISSUANCE OF A PERMIT, THE PERMIT MUST BE SIGNED BY THE OWNER OF THE PROPERTY (OR AUTHORIZED AGENT), AND A BOND OR LETTER OF CREDIT MUST BE SUBMITTED TO THE CHARTER TOWNSHIP OF WHITE LAKE. THE AMOUNT OF THE BOND MUST BE APPROVED BY THE PLANNING DEPARTMENT DURING THE REVIEW PROCESS.

IF A PROJECT IS TO BE PHASED, A SEPARATE SOIL EROSION AND SEDIMENTATION CONTROL PERMIT MUST BE OBTAINED FOR EACH PHASE.

NO EARTHWORK IS ALLOWED ON SITE UNTIL NECESSARY APPROVALS ARE OBTAINED.

I (WE) AFFIRM THAT THE ABOVE INFORMATION IS ACCURATE AND THAT I (WE) WILL CONDUCT THE ABOVE DESCRIBED EARTH CHANGE IN ACCORDANCE WITH PART 91, SOIL EROSION AND SEDIMENTATION CONTROL, OF THE NATURAL RESOURCE AND ENVIRONMENTAL PROTECTION ACT, 1994 PA 451, AS AMENDED, WHITE LAKE TOWNSHIP ORDINANCE NO. 116, AND THE DOCUMENTS ACCOMPANYING THIS APPLICATION.

LANDOWNER'S SIGNATURE _____

PRINT NAME _____ DATE _____

DESIGNATED AGENT'S SIGNATURE* _____

PRINT NAME _____ DATE _____

*Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.