

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