

COMMERCIAL REQUIREMENTS

Applying for Commercial Permits

ALL APPLICATIONS AND PLAN SUBMITTALS MUST INCLUDE APPLICABLE AGENCY APPROVALS PRIOR TO SUBMITTAL

(DRAIN COMMISSION/SOIL EROSION--HEALTH DEPT--DPW--ROAD COMMISSION--FIRE DEPT--ETC.)

SITE PLAN REVIEW / LAND USE PERMIT:

- Complete and sign application for Land Use
- Site Plan Review
- Complete and sign application for Site Plan Review
- Dimensional Site Plan
- Soil Erosion Permit
- Well and Septic or DPW Permit
- Driveway Permit (Road Commission or MDOT)
- Any required MDNRE permits
- Storm Water Review Application
- Fire Dept. Site Plan Review (if applicable)

BUILDING PERMIT:

- Complete & Sign Building Permit Application
- 2 sets of plans (sealed by an engineer or an architect)
- COMCheck (energy code compliance documentation)
- Well and Septic or DPW Permit (depends on what your water system is fed from)
- Soil and Erosion Permit
- Fire Department Building Plan Review
- Health Department (if required)
- Application for Plan Review (filled out and sealed by an engineer or an architect)
- Land Use

APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED ITEMS ARE RECEIVED
APPLICATIONS WILL BE DATE STAMPED AND SIGNED BY STAFF **ONCE DEEMED COMPLETE**

*INCOMPLETE APPLICATION WILL ONLY BE HELD FOR 7 DAYS

RESUBMITTAL FEES MAY APPLY