



DEVELOPMENT AND CONSTRUCTION GUIDE



A GUIDE FOR:
Developing, Building, Renovating and/or Remodeling all Commercial, Industrial, Single and
Multi-Family Projects Within THE CITY OF TRAVERSE CITY.

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SECTION I

GENERAL INFORMATION

WHY THIS GUIDE?

We have prepared this Guide to help people through the process of obtaining the various permits required for construction projects within the City of Traverse City.

PERMIT PROCESS AND WHO'S INVOLVED?

The permit process usually begins with the customer contacting the City Planning Department to determine which permit applications they may need. City staff ensures that adequate information has been submitted with the permit application, and then forwards the application packet to other City departments which also are involved in reviewing and approving projects and issuing permits:

- City Planning and Zoning Department
- City Engineering Department
- City Fire Department
- City Water and Sewer Maintenance Department

Each of these Departments carefully reviews the documents to ensure that the project complies with City Ordinances, and State and Federal laws. They may request clarification or additional information prior to granting their approvals. Sometimes approval is required from the Planning Commission, Historic Districts Commission or Zoning Board of Appeals before City staff can finish their reviews and approvals. Once these City Department approvals have been granted, and the appropriate City permits issued, the customer submits the City approved packet, along with the code permit application, to the **Grand Traverse County Construction Codes Department located at 2650 LaFranier Road**. Grand Traverse County Construction Codes (GTCCC) inspections staff then ensures that adequate information has been submitted for their construction code permit requirements and completes their reviews and issues the appropriate construction permit(s).



WHAT PERMITS ARE REQUIRED AND WHERE ARE THEY OBTAINED?

Pages 6 and 7 of this Guide list all of the permits which may be required, depending upon the nature and scope of a project. We've consolidated the City's permitting body of personnel into a "one stop shopping center," so that all of the permits can be applied for, reviewed, and picked up at the Governmental Center, 400 Boardman Avenue in Traverse City. Building, plumbing, electrical and mechanical permits are applied for, reviewed, and picked up at the Grand Traverse County Construction Codes Department, 2650 LaFranier Road, Traverse City.

HELP THROUGH THE PERMITTING PROCESS:

The City also has formed a review team which meets every Monday at 10:00 a.m. in the Engineering Conference Room on the second floor of the Governmental Center. The team, informally called the PIE Team (Planning, Inspections, Engineering), includes the City Fire Inspector and representatives of the City Water and Sewer Maintenance Division and Zoning Department, in addition to Planning, Construction Codes Inspections and Engineering staff. The Team reviews new permit applications, and is available at these times to any member of the public who has a proposed or current project. Meeting with the Team is an effective way to get acquainted with the people responsible for issuing permits and enforcing codes, and at the same time to be helped through the permitting process. Contact the Planning Department (922-4778) for an appointment with the PIE Team.

PLAN REVIEW AND BUILDING PERMIT INFORMATION

1. PLANS:

Four (4) sets of plans (except residential dwellings under 3,500, three (3) sets of plans are required), including a to-scale site plan, must be submitted to the City Planning Department. All plans must be sealed by a Michigan registered architect or engineer UNLESS the building is a residence of less than 3500 square feet. After the City's plan review has been completed including City Fire Department Site Plan Review, one set is retained by the City Planning Department while the remaining complete sets of plans are returned to the applicant. The applicant then delivers the remaining complete sets to the Grand Traverse County Construction Codes Department. After the construction codes plan review has been completed, along with the building fire prevention code review, one complete set of plans is returned to the applicant for use in the building project. For specific plan and drawing requirements, please see Section 4 of this Guide.



2. BUILDING PERMIT/PLAN REVIEW:

A building permit is a license to build in accordance with the Code. The permit holder is responsible for complying with all code requirements. No work shall begin before the issuance of the appropriate Building Permit(s). To assist homebuilders, a plan review for use group R-3, single or two family dwellings, will be provided when the building permit is issued. The plan review includes the most common, but not all, code requirements pertaining to single and two family dwellings.

You need a building permit when you:

- A. Construct or alter a structure;
- B. Construct an addition;
- C. Demolish or move a structure;
- D. Make a change of occupancy;
- E. Install or alter any equipment which is regulated by this code;
- F. Move a lot line which affects an existing structure.

3. INSPECTIONS:

It is the permit holder's responsibility to contact the Construction Codes Department (231-995-6044) when the construction project is ready for each of the required inspections, and to obtain approval for:

- A. **Footing/Foundation**, prior to covering any portion with backfill.
- B. **Rough Framing**, after all required electrical, plumbing, and/or mechanical rough inspections have been performed and before concealing any framing.
- C. **Final**, before the occupancy of the building or structure.

Other inspections may be required for unusual conditions. If a reinspection is necessary, it's the permit holder's responsibility to notify the Construction Codes Department when the construction project is ready for the reinspection. When a reinspection is required because the construction project isn't ready for an inspection or fails an inspection, an additional inspection fee may be charged.

4. OCCUPANCY CERTIFICATES.

No building or structure shall be used or occupied until an inspection to ensure compliance with minimum health and safety standards has been passed and a Certificate of Use and Occupancy has been issued.

A. **Temporary Certificate of Use and Occupancy:** On the request of a holder of a building permit the Grand Traverse County Construction Code Department may issue a Temporary Certificate of Occupancy for a building or structure, before the entire work covered by the building permit has been completed, provided that all the following conditions have been met.

- (1) The building or structure will not endanger the health or safety of the occupants or users and all safety requirements of the code are met (such as, but not limited to, handrails, guardrails, smoke detectors, egress requirements, fire doors, fire separation walls, and fire stopping);
- (2) A written **request** has been submitted by the permit holder with the following information:
 - (a) Name, Address, Home, Office and Cell numbers of the person making the request;
 - (b) Scope of work to be completed (as noted on the Field Correction Notice)
 - (c) A committed completion date indicating the when the scope of work will be completed;
 - (d) The required payment for the Temporary Certification of Occupancy has been received, along with all extra inspections to date paid in full; and
 - (e) Electrical, Mechanical and Plumbing approvals (if required), City Planning, Zoning, Fire Department, Soil Erosion, and Health Department approvals (if required).
- (3) The Temporary Occupancy Permit will be valid for a period of **30 days**. Under certain conditions, the temporary occupancy permit may be issued for a longer period of time, up to **180** days (weather conditions, material availability, type of job).
- (4) If an extension for an existing temporary occupancy permit is required, the applicant must resubmit a written request with all of the required information. Extensions **may** be granted. It should be noted however, for each additional Temporary Occupancy Inspection, an additional \$40.00 inspection fee may be charged.



A. **Certificate of Use and Occupancy:** A Certificate of Use and Occupancy, which allows a building or structure to be permanently used or occupied, is issued by the Grand Traverse County Construction Code Department when:

- (1) A written request has been submitted by the permit holder with the following information: Name, address, home, office and cell phone numbers of the person making the request ;
- (2) A final inspection has been passed and all inspection fees to date are paid in full;

- (3) Street address numbers have been posted upon the building (Traverse City Code of Ordinances Section 1470);
- (4) Approvals are given by the Plumbing, Mechanical and Electrical Inspectors, and other affected City and State departments.

Any use or occupancy of a building or structure without a temporary or permanent Certificate of Use and Occupancy is a violation of the law (Section 13, P.A. 230 of 1972, as amended).

5. QUESTIONS?

If questions arise, please call 231-995-6044, the Construction Codes Department. It is our pledge to respond to you within 24 hours.

BEFORE A BUILDING PERMIT IS ISSUED

ALL REQUIRED PLAN REVIEWS MUST BE COMPLETED,

ALL REQUIRED APPROVALS MUST BE OBTAINED,

ALL REQUIRED PERMITS MUST BE OBTAINED AS FOLLOWS:

1. Site Plan approval by the Planning Commission (for those projects generating more than 500 tripends per day). Planning Director (231-922-4465), fee and requirement data see pages 14, 15 and 39.
2. Land Use Permit approval by the City Zoning Administrator (231-922-4464) and the City Engineering Department (231-922-4467), fee and requirement data see pages 14, 15 and 39.
3. Fire Prevention Code Site Plan review and approval by the Traverse City Fire Department (231-922-4930). For permit requirements see pages 8-12.
4. Historic Districts Review of project by the Historic Districts Commission for compliance with Historic Districts Ordinance when the project is located within an historic district. For permit requirements see pages 28-31.
5. Sign Permit from the Zoning Administrator (231-922-4464) before work may be started when constructing a new sign or altering an existing sign. Fee and requirement data see page 39.
6. Right-Of-Way Permit from the City Engineering Department (231-922-4461) when required. Fee and requirement data see pages 21, 22 and 40.
7. Storm Water Runoff Construction Permit from the City Engineering Department (231-922-4467) when required. Fee and requirement data see pages 23-25 and 40.
8. Soil Erosion and Sedimentation Control Permit from the City Engineering Department (231-922-4467) when required (generally if project is within 500 feet of a lake or stream or will disturb more than 1 acre of land). Fee and requirement data see pages 26, 27 and 40.
9. An Energy Code Form must be completed unless wood is the ONLY source of heat (with no back-up).
10. Electrical, Plumbing and Mechanical Permits, from the Grand Traverse County Construction Codes Department (231-995-6049) when required. Fee schedule and requirement data see pages 16, 20 and 35-37.
11. Water Tap Permit from the Utility Accounting Department (231-922-4433) prior to issuance of the building permit. Outside meter reading devices are required. The building shall be pre-wired for outside meter reading devices. Wire must be 18/3, and may be obtained at the Water Department, 507 Hannah. Fee and requirement data see pages 17, 18, 37 and 38 .
12. Sanitary Sewer Permit from the Grand Traverse County Plumbing Inspector (231-995-6049) when required. Fee and requirement data see pages 19, 20 and 37.
13. Plumbing and/or Mechanical Permits from the Grand Traverse County Plumbing/Mechanical Inspector (231-995-6049) if plumbing and/or mechanical work is included in the project. Fee and requirement data see pages 20, 36 and 37.
14. Fire Prevention Code Building Plan review and approval by the Grand Traverse County Construction Code Office (231-995-4840).
15. A JOB WEATHER CARD is issued with Building Permit, please read and post in a visible location at the job site. For any questions regarding the Building Permit, please call the Grand Traverse County Construction Code Department (231-995-6044).

PERMITS MUST BE OBTAINED AND POSTED PRIOR TO CONSTRUCTION

We hope the detailed information that follows in Section III will enable you to complete your building project smoothly and without unnecessary delays. Remember, we are here to assist you, not confuse you.

******TRAVERSEFIELD ENTERPRISE DEVELOPMENT ONLY******

1. Water Tap Permit must be obtained from the Grand Traverse County Department of Public Works, 2650 LaFranier Road (231-995-4629), and written proof of this permit is required prior to issuance of the Building Permit.
2. Sanitary Sewer Permit must be obtained from the Grand Traverse County Department of Public Works, 2650 LaFranier Road (231-995-4629), and written proof of this permit is required prior to issuance of the Building Permit. Traversefield Enterprise Place's water and sewer systems are owned and maintained by the Grand Traverse County, so it is the County's fees and requirements, not the City's, which are applicable.
3. Driveway Permit must be obtained from the Grand Traverse County Road Commission, 1881 LaFranier Road (231-922-4848).
4. Land Use Permit must be obtained from the City of Traverse City.
5. Lighting must be consistent with Garfield Township Lighting Ordinance.
6. Development standards for Traversefield Enterprise Place must be adhered to. Copies may be obtained from the City Clerk's office or reviewed at the Planning Department.

SECTION II

FIRE DEPARTMENT PLAN REVIEW

FIRE DEPARTMENT PLAN REVIEW AND INSPECTION REQUIREMENTS

PLAN REVIEW

1. Building Plan and Site Plan Review

- A. Application for plan review for compliance with the City Fire Prevention Code shall be made for any of the following conditions:
 - (1) Construction or alteration of a structure;
 - (2) Additions to structures; and
 - (3) Change of use of a structure.
- B. This shall apply to any structure that contains any of the following state construction code use groups: A,B,F,H,I,M,R-1,R-2, and S.
- C. The plans shall include all required site, architectural, structural, electrical and mechanical plans.
- D. Plans shall also include state construction code use group, construction type, and occupant load for the structure.
- E. Application for plan review shall be made prior to any work being performed.
- F. Construction documents shall be submitted at time of application for permit.
- G. Submittal of construction documents is the responsibility of the permit applicant. Review of the documents shall not occur until the application, with all required information, is received.
- H. Construction documents for construction or alteration of, additions to, or change of use of a structure can be left at the City Planning Department.

2. Fire Protection Plan Review

- A. Plans, specification, calculation, and listing information shall be submitted for any installation, alteration, or addition to any of the following fire protection systems:
 - (1) Automatic fire sprinkler system
 - (2) Alternative agent fire suppression system
 - (3) Automatic fire alarm system
 - (4) Smoke control systems
 - (5) Emergency alarm systems
- B. Application for plan review shall be made prior to any work being performed.
- C. Construction documents for construction or alteration of additions to a fire protection system should be incorporated in the four sets of plans submitted to the Planning Department.

3. Equipment/Systems

- A. Application for permit shall be made for any of the following conditions:
 - (1) Compressed Gases. When the compressed gases in use or storage exceed the amounts listed in Table 105.6.9 of the code, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.
 - a. Routine maintenance.

- b. For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work. The permit applicant shall apply for approval to close storage, use or handling facilities at least 30 days prior to the termination of the storage, use or handling of compressed or liquefied gases. Such application shall include any change or alteration of the facility closure plan filed pursuant to Section 2701.5.3 of the code. The 30-day period is not applicable when approved based on special circumstances requiring such waiver.

(2) Flammable and Combustible Liquids

A construction permit is required:

- a. To repair or modify a pipeline for the transportation of flammable or combustible liquids.
- b. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
- c. To install, alter, remove, abandon, place temporarily out of service or otherwise dispose of a flammable or combustible liquid tank.

(3) Hazardous Materials

A construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 27 when the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21 of the code.

Exceptions:

- a. Routine maintenance.
- b. For emergency repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.

(4) Industrial Ovens

A construction permit is required for installation of industrial ovens covered by Chapter 21.

Exceptions:

- a. Routine maintenance.
- b. For repair work performed on an emergency basis, application for permit shall be made within two working days of commencement of work.

(5) LP-Gas

A construction permit is required for installation of or modification to an LP-gas system.

(6) Private Fire Hydrants

A construction permit is required for the installation or modification of private fire

hydrants.

(7) Spraying or Dipping

A construction permit is required to install or modify a spray room, dip tank or booth.

(8) Temporary Membrane Structures, Tents and Canopies

A construction permit is required to erect an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400 square feet (37m²).

Exceptions:

- a. Tents used exclusively for recreational camping purposes.
- b. Funeral tents and curtains or extensions attached thereto, when used for funeral services.
- c. Fabric canopies and awnings open on all sides which comply with all of the following:
 - i. Individual canopies shall have a maximum size of 700 square feet (65 m²).
 - ii. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet shall not exceed 700 square feet (3658 mm) total.
 - iii. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be maintained.

4. Application for plan review shall be made prior to any work being performed.
5. Construction documents shall be submitted at time of application for permit.
6. Construction documents for construction or alteration of, additions to equipment or systems should be incorporated in the four sets of plans submitted to the Planning Department.

FIRE PREVENTION CODE INSPECTIONS

1. Scheduling

It is the applicant's responsibility to contact the City Fire Department (922-4930) and/or the Grand Traverse County Construction Code Office (995-6044) for an inspection. A minimum of forty-eight (48) hours notice is necessary to schedule the inspection.

2. Building Inspections

The following inspections shall be required for any construction or alteration, additions to, or change of use of a structure:

- A. Penetration Inspection. Prior to the covering of any penetration through any fire-resistant rated assembly, there shall be an inspection to determine compliance with the applicable codes for required protection of through penetrations.
- B. Final Inspection. Prior to requesting issuance of the certificate of occupancy, an inspection shall be required to determine compliance with all applicable codes and standards.

3. Fire Protection Inspections

- A. Automatic Fire Sprinkler Systems
 - (1) Underground fire main flush
 - (2) Hydrostatic/rough-in
 - (3) Final acceptance
- B. Alternative Fire Suppression Systems
 - (1) Rough-in inspection
 - (2) Final acceptance test
- C. Automatic Fire Detection/Alarm
Final acceptance test is the only required inspection for this system.
- D. Smoke Control Systems
Final acceptance test is the only required inspection for this system.
- E. Emergency Alarm Systems
Final acceptance test is the only required inspection for this system.

SECTION III

PERMIT REQUIREMENTS

BUILDING AND LAND USE REQUIREMENTS AND SPECIFICATIONS

REVIEW:

Upon receipt of a completed application with all required drawings, ten to fifteen business days shall be allowed for review. Plans shall be submitted to the City Planning Department for review by the Planning, Zoning, Engineering, Fire, and Construction Codes Departments, and shall be approved, disapproved, or modified according to City Charter and Ordinance, Historic Districts Commission requirements, State and Federal statutes and regulations, including Barrier-Free Design requirements (1252.04(b)). If the Zoning Administrator determines that the project requires a preliminary site plan review, the Planning Commission will be the reviewing agency (1252.04(c)(1)). Failure to grant, in whole or in part, or to deny an application within these periods of time shall be deemed a denial of the application (MCL 125.1511).

FOR ONE AND TWO FAMILY RESIDENTIAL PROJECTS, the City requires three (3) sets of dimensioned and to-scale plans. Residences larger than 3,500 square feet shall be designed by a licensed Architect or Engineer registered in Michigan. The following information shall be provided:

1. **FLOOR PLANS**: For each floor include inside and outside wall dimensions, location of windows and doors, identification of rooms and spaces, and exterior decks, porches and stairs.
2. **FOOTING AND FOUNDATION PLANS**: Show all footing and foundation materials, sizes and any supporting beams, posts, piers, walls, vapor barriers on the ground and ventilation.
3. **EXTERIOR ELEVATIONS**: Show windows, doors, decks, dormers, and other projections. Final grade lines shall be shown. Differences in roof heights shall be clearly shown.
4. **SECTION DRAWINGS**: Show a detailed cross-section through the structure from footing to highest point on roof. Identify and show size of all materials including joists, beams, rafters, trusses, other structural members, insulation, vapor barriers, etc. Asymmetrical or complicated structures will require more than one section.
5. **SITE PLAN**: Show location of water and sewer leads, drive-way, building or structure with measurements in relation to lot lines, zoning setbacks, other buildings, and Historic Districts Commission requirements, if any.

Note: See Section 5 for example drawings.

ALL MULTIPLE FAMILY, COMMERCIAL, AND INDUSTRIAL PROJECTS (*) the City requires four (4) to-scale site plans/building plans, sealed by a Michigan registered architect or engineer, which shall include the following information:

1. Legal description, property lines, lot lines, property dimensions, and street address.
2. Scale, north arrow, date, and vicinity map.
3. Property owner's and applicant's names and addresses.
4. Preparer's name and address.
5. Street names, existing alleys, and all in-ground and overhead utilities, and easements' location and width.
6. Zoning classification of site and surrounding properties.
7. Required setback lines, lot size, and lot coverage.
8. Existing buildings and improvements on and adjacent to the subject parcel.

9. Proposed building use, location, shape, height, floor area and unit computations and dimensions.
10. Proposed number and location of parking spaces, exterior barrier-free features, maneuvering lanes, driveways, loading areas, and their dimensions and proposed points of access to the site from public streets and alleys.
11. Proposed location of walkways, landscaped areas, recreation areas, open space and screen walls.
12. Natural features such as wood lots, streams, rivers, and others as deemed necessary with an indication as to which will be retained and which removed or altered by earth changes.
13. Existing and proposed topography, including existing and/or proposed elevations of first floor and finish ground grade at building corners, on the corners and the sides of parking lots, property lines, centerline grades of gravel or mat alleys and roads or top of curb grades. Show sidewalk grades, top of casting and invert elevations of existing and proposed utility structures. Show proposed retaining wall design, dimensions, and details.
14. Driveway ingress and egress detail and a typical cross-section of the parking lot showing materials proposed to be used, including curb details and surface water collection system details and water run-off calculations.
15. All elevations must be on Traverse City datum (NGVD 1929) or provide conversion factor and show bench marks.
16. On curbed streets, public concrete sidewalks built or repaired to the City Engineer's specifications and requirements shall be constructed in public rights-of-way for all new development, including substantial additions or improvements (of a construction cost of twenty thousand dollars (\$20,000) or more), with no cost of the sidewalk construction to be borne by the City. Single and two-family development, interior alteration work, or change in use projects that do not require a site plan shall be exempt from this sidewalk requirement. The City Engineer may waive the requirement for a new sidewalk if, in his or her opinion, unfavorable physical conditions exist.
17. Drawings and specifications which completely describe the project, and clearly demonstrate code compliance. See Attachment #1 for a detailed description of what is required under each Chapter of the Building Code for the plans to be considered complete and ready for building code compliance review.
18. Any other information necessary to establish compliance with the City Charter and Codified Ordinances.

(*) Improvement Guarantees: For any parking construction or improvement for which a Land Use Permit is required, and for any screening improvement, a Certificate of Surety, Performance Bond, or other financial guarantee, as approved by the City Attorney, in the amount of 110% of the estimated cost of the construction, shall be submitted prior to the issuance of a Land Use Permit or Building Permit and shall be retained until such parking or screening improvement is completed and acceptable to the City.

ELECTRICAL PERMIT REQUIREMENTS

1. Permits are required for all electrical work except for minor repair work as defined in Act 217, P.A. 1956.
2. Permits are required prior to starting work.
3. Only State licensed electrical contractors will be issued a permit with the following exceptions:
 - A. A homeowner in a single-family dwelling owned and occupied or about to be occupied by the person performing the installation.
 - B. Pursuant to Section 7 or Act 217, Michigan Electrical Administrative Act.
4. Permits are not required to change a meter socket if the conductors and all other related service equipment are not changed or relocated.
5. All electrical work shall comply with the State Electrical Code.
6. Inspections are required at the following times for all work for which a permit has been issued:
 - A. Before calling the utility company for a service connection;
 - B. Before concealing rough wiring, equipment, etc. (including prior to covering with insulation).
 - C. Before covering underground installations.
 - D. For final approval and certification.
7. It is the responsibility of the permit holder to notify the Electrical Inspector to schedule inspections.
8. The rough inspection is not the last inspection required.
9. It is a violation of the State Construction Code to occupy a building or other structure without a final inspection and certification.
10. Drawings shall be submitted for all projects exceeding \$10,000.00 in all buildings except single and two family dwellings that contain not more than 3,500 square feet of calculated building area. The drawings shall include all information required in Article 90-22 (Part 8) of the State Electrical Code and shall be signed and sealed by a State of Michigan registered architect or engineer.

WATER SERVICE INSTALLATION REQUIREMENTS

The following procedure has been established by the City of Traverse City Water and Sewer Maintenance Division for replacing or obtaining water service:

1. Customer applies for a water tap and meter service from the City in the Utility Accounting Department, Customer Service, on the 1st floor of the Governmental Center at 400 Boardman. Cost of the 1" tap must be paid at this time. Large taps will be billed for time and materials.

Customer Service will send the tap application to the Water Maintenance Division, who then schedules the work in the order received. Generally, there is a two week or longer backlog in taps during the summer. Call 231-922-4923 for scheduling questions.

2. Customer (owner or contractor) must obtain Plumbing Permit from Plumbing Inspector (231-995-6049) before installation of a private water service line to connect water service from curb stop (tap) to building. If sewer is to be installed at same time, also obtain Sewer Permit from Plumbing Inspector.
3. Water meters must be installed in clean, dry, accessible location protected from freezing. Basements and mechanical heating rooms are preferred. No installations may be in crawl spaces without prior approval from the water maintenance service technician. For appointments to discuss location of meter, call 231-922-4923. Meter horns may be picked up at 507 Hannah.
4. Pre-wire all new installations for an outside register (remote meter reading device). Register should be located near the electric meter, if possible. Wire must be UL approved Class 2 cable and may be picked up at 507 Hannah.
5. Permit holder must call MISS DIG at 1-800-482-7171 at least 72 hours before excavating to have underground utilities located.
6. Permit holder must obtain Right-of-Way Permit from City Engineering Department (231-922-4460) at least 48 hours before scheduled installation.
7. Permit holder must call Water and Sewer Maintenance Division (231-922-4923) to schedule water turn-on/turn-off at least 24 hours before scheduled installation.
8. Permit holder must call Plumbing Inspector (231-995-6049) to schedule inspection on scheduled installation date.
9. Installation procedure as follows:
 - A. Note Miss Dig markings;
 - B. Begin digging operations;
 - C. Place appropriate barricades;
 - D. Water turn-off by Water Maintenance employees;
 - E. Install water service;
 - F. Inspection by Plumbing Inspector;
 - G. Permit holder call for water turn-on;
 - H. Backfill and compact;

Installation procedures as follows (continued):

- I. Repair Right-of-Way (ROW);
 - J. Call City Engineering for ROW inspection (231-922-4461).
10. Once the tap is completed, the water service line installed, and the water meter installed, the required paperwork will be sent to Utility Accounting where the customer billing account will be established.

SEWER SERVICE INSTALLATION REQUIREMENTS

The following procedure has been established by the City of Traverse City Water and Sewer Maintenance Department for replacing or obtaining sewer service:

1. Customer contacts the City Water and Sewer Maintenance Department at 507 Hannah (231-922-4923) for location of existing sewer mains and wyes.
2. Customer (residential owner or sewer contractor registered with the City) must obtain Plumbing Permit from Plumbing Inspector (231-995-6049) before installation of a private sewer service line to connect sewer service from sewer main (tap) to building.
3. Permit holder must call MISS DIG at 1-800-482-7171 at least 72 hours before excavating to have underground utilities located.
4. Permit holder must obtain Right-of-Way Permit from City Engineering Department (231-922-4461) at least 48 hours before scheduled installation.
5. Permit holder must call plumbing inspector (231-995-6049) to schedule inspection on scheduled installation date.
6. Installation procedure as follows:
 - A. Note Miss Dig markings;
 - B. Place appropriate barricades;
 - C. Begin digging operations;
 - D. Install sewer service from tap to building;
 - E. Have inspection by Plumbing Inspector;
 - F. Backfill and compact excavation.
7. Repair right-of-way (patch pavement, sidewalks, seed lawn areas).
8. Call City Engineering Department (231-922-4461) for right-of-way inspection.

**CUT AND CAP OF SEWER AND WATER SERVICES
FOR DEMOLITION**

1. Customer must obtain a Right-of-Way Permit from City Engineering Department, (231) 922-4461.
2. Permit holder must call MISS DIG at 1-800-482-7171 at least 72 hours before excavation to locate underground utilities.
3. Permit holder must obtain a Demo Permit from the Grand Traverse County Construction Code Office, (231) 995-6044.
4. Cut and cap sewer in right-of-way near property line and mark location with 4"x4" wood post flush with ground surface.

Water cut and capped at curb stop in right-of-way.
5. Cut and cap witnessed by City water/sewer department.
6. Water/Sewer Department calls to have permit released.

PLUMBING PERMIT REQUIREMENTS

1. Permits are required for all plumbing work except for repair or replacement of faucets or the removal of stoppages. Permits shall be required before any work starts.
2. Permits can be obtained only by licensed master plumbers or owners of single family dwellings who occupy or are about to occupy the dwelling.
3. Building sewer permits and water service permits can also be obtained by contractors bonded in the City for that type of work.
4. The permit holder is responsible for scheduling inspections. Inspections shall be made before any work is concealed. A final inspection is required before the building can be occupied.
5. Drawings, sealed by a Michigan registered architect or engineer, may be required by the Plumbing Inspector before beginning construction. This does not apply to one and two family dwellings.

MECHANICAL PERMIT REQUIREMENTS

1. Mechanical permits must be obtained before any work begins. Permits are not required for replacing minor parts that do not make the equipment unsafe or alter its previous approval. Any portable HVAC equipment or self contained non-vented appliance installations do not require permits.
2. Permits may be obtained by persons who possess a mechanical license and are registered with the City or homeowners who occupy or are about to occupy a single family dwelling. Mechanical contractors shall be licensed in the category of work for which they obtain a permit.
3. The permit holder is responsible for scheduling inspections. Inspections shall be made before any work is concealed. A final inspection is required before the building can be occupied.
4. Drawings, sealed by a Michigan registered architect or engineer, may be required by the mechanical inspector for review before beginning construction. This does not apply to one and two family dwellings unless special circumstances require review.

RIGHT-OF-WAY PERMIT REQUIREMENTS

1. When is a Right-of-Way (ROW) Permit required?

Per 1020.04, 1022.01, 1024.01, and 1026.01 of the Codified Ordinances of Traverse City, which reads in part:

“No persons, other than policeman or fireman, shall close any street without a permit.”

“No person shall construct, reconstruct, repair or remove any sidewalk, or any structure of any nature, lying within the limits of any street or alley right-of-way, or any curb, facilitating the flow of water, without a permit.”

“No person, other than a duly authorized City official or employee in the course of his employment or a recognized public utility company, shall make any excavation or opening in or under any public right-of-way, street or alley or upon any public property without a permit.”

“No person shall make any opening in or through any curb of any street or alley, except in accordance with plans and specifications established by the City Engineer, without a permit.”

2. A cash bond is required for ROW Permits to ensure restoration of the street or public ROW to its former condition, per Executive Order No. 217, dated June 30, 1977.

“The effectuation of this provision of the ordinance will hereafter require that all persons desiring to excavate or otherwise perform major work which would temporarily alter the condition of the street and/or right-of-way must post a minimum cash bond of one hundred (\$100.00) dollars with the City for each excavation to be made, prior to receiving a permit from the City Engineer to perform the work. Contractors who may make five or more openings per year may post a single cash bond, in the amount of five hundred (\$500.00) dollars, with the Treasurer rather than post individual bonds for each excavation. Should the extent of the work involved within a public right-of-way be of an unusual amount, the City Engineer may require an additional cash bond of an amount to ensure proper restoration.”

“In the event excavation work is incomplete or restoration is improper so as to require correction by the City, after proper notification, the work may be completed by the City and all costs involved will be deducted from the bond or bonds posted by the applicant. Any monies remaining will be returned to the applicant when the work has been completed, or in the event City costs exceed the value of the bonds, then the difference will be billed to the applicant. Failure to pay within 30 days nullifies all permits the applicant may have with the City and places a stop on the issuance of any future permits until acceptable payment is arranged.”

“Work shall be guaranteed to the City for a period of one year from the date that work has been approved by the City. Failures caused by faulty materials or poor workmanship within the one year period shall also be adequate reason to hold release of any and all bonds on deposit and to hold future permits.”

“No permit shall be issued to any person without first posting the required bond, or in the case of the larger bond for multiple openings, without having the full amount of the bond to his credit.”

“Upon notification from the applicant that the work has been performed satisfactorily, the City shall inspect the site to ensure the area is properly cleaned up and to determine if the work appears to have been satisfactorily performed. The inspection shall occur within 30 days of notification, or as weather may permit. The disposition of the City Inspector shall be forwarded to the Treasurer’s office if the recommendation is to release the bond. If the Inspector recommends the denial of the release of the bond, the applicant shall be notified regarding the reasons for such action.”

3. Applications for ROW permits are available at the City Engineering Department, second floor of the Governmental Center (231-922-4461).

4. The applicant is required to fill out the application and, depending upon the type of work being done, the applicant may be required to furnish a sketch or approved site plan with the permit application prior to issuing the ROW Permit.
5. ROW Permits are normally reviewed and issued at the time of receiving the required cash bond and the signed permit application unless additional information is required by the Engineering Department.
6. The ROW Permit is issued for the duration of time indicated on the permit application, not to exceed one year.
7. The applicant is required to comply with the conditions of the permit and to give 48 hours notice to the Engineering Department prior to commencement of operations covered by the permit. The applicant is also required to notify the Engineering Department upon completion of the work.

STORM-WATER RUNOFF CONSTRUCTION PERMIT REQUIREMENTS

1. Regulated land uses and earth changes:
Earth changes and other construction activity requiring a ground-water protection/storm-water runoff construction permit from the City Engineer (231-922-4461) include the following:

- A. Earth changes proposed for any single-family or two-family residential site with one or more of the following characteristics:
 - (1) Sites with a slope greater than 10 percent (10 feet horizontal to 1 foot vertical).
 - (2) Sites with heavy clay soils (commonly termed “hardpan clay”), and soils classified in hydrologic Group D in the Grand Traverse County Soil Survey.
 - B. Earth changes for sites located within 100 feet of a protected wetland, stream or other body of water.
 - C. Earth changes for other sites identified by the City as having a high potential for environmental degradation and/or flooding as a result of soil erosion, storm-water runoff or hazardous waste runoff on-site or off-site.
 - D. Earth changes for all multiple-family, commercial or industrial sites, including recreational and public facilities.
 - E. All new land uses at the site of which 100 kilograms (25 gallons or 220 pounds) or more of hazardous substances are generated or used per month or accumulated at one time.
 - F. All proposed connections, direct or indirect, to the City’s storm drain system.
 - G. Landscaping and grounds maintenance as may be outlined by the City Engineer are exempt from permit requirements provided that such activities do not violate standards in this ordinance.
2. Permit application submittal:
- A. All applications for storm-water runoff construction permits shall include three (3) copies of the proposed ground-water protection and storm-water runoff construction plan unless more copies are requested by the City Engineer. Copies of the permit application form shall be made available by the City Engineer.
 - B. Permit applications shall be submitted to the City Engineer.
 - C. Application for a permit shall be made prior to the start of any earth change or activity requiring a permit including construction of access roads, driveways, tree and shrub removal or grading. Permit approval shall be given prior to the initiation of any work activity. Any unauthorized work shall be considered a violation of these procedures regardless of any later actions taken toward compliance. Soil test borings, cutting of vegetation for land surveys, percolation tests and normal maintenance shall not be considered a start of work under these regulations.
 - D. Proposed ground-water protection and storm-water runoff construction plan facilities shall be included as part of the final site plan requirements per Chapter 12 and Chapter 13 of the Codified Ordinances of Traverse City.
 - E. The application review period begins upon receipt of a completed application with all required drawings.
3. Sequential applications:
- A. On projects which are so large or complex that a plan encompassing all phases of the project cannot reasonably be prepared prior to initial ground-breaking, application for permit on successive major incremental earth change activities may be allowed. Requests for sequential applications shall be approved by the City Engineer prior to submittal of a permit application.

- B. Approval of sequential applications shall take place in two phases. First, the overall conceptual plan for the entire development shall be submitted for review and approval. Second, detailed plans for sections of the total project shall be submitted for review and approval.
 - C. All permits processed and issued for phases of a project shall be clearly defined as to the nature and extent of work covered. Each phase of the project must be reviewed and permitted prior to construction.
4. Permit approval or disapproval:
- A. If the City Engineer determines that the proposed ground-water protection and storm-water runoff construction plan complies with the standards in this ordinance, a permit shall be issued specifying the work approved. If the proposed plan does not comply with these standards, the permit request shall be modified or denied.
 - B. Upon request, the City Engineer shall furnish the applicant or other interested person with a statement in writing of the reasons for permit approval or denial.
 - C. A decision on a permit application will normally be made within 7-14 days from the time that a completed application and ground-water protection and storm-water runoff construction plan have been received. The City Engineer shall determine whether the application and control plan submitted with the application provide sufficient information for review purposes. Review of permits may take longer if special engineering reviews are necessary or the development is of a large scale, thereby requiring extra time.
5. Permit expiration or revocation:
- A. Permits shall terminate automatically if construction has not commenced within one year of the date of issuance. The permit holder may request a one-year extension if there are valid reasons to support such an extension.
 - B. Any permit issued by the City Engineer under this ordinance may be revoked or suspended after notice for any of the following causes:
 - (1) A violation of a condition of the permit.
 - (2) A misrepresentation made when obtaining a permit or failure to fully disclose relevant facts in the application or ground-water protection and storm-water runoff construction plan.
 - (3) A change in a condition that requires a temporary or permanent change in the activity.
6. Penalties for initiating earth change activities without a permit:
Any person initiating a land use or earth change activity under this ordinance without a valid permit shall be considered in violation of this ordinance and subject to fines and other penalties as provided in this ordinance.
7. Permits and approvals of other government agencies:
Approvals under this ordinance shall not relieve a property owner of the need to obtain other permits or approvals from federal, state, county and local agencies.

SOIL EROSION PERMIT REQUIREMENTS

An application for a soil erosion permit must be filled out and a permit obtained by any person causing an earth change of more than one acre in size or on property that is within 500 feet of a lake or stream.

Permit shall be visibly secured at project location before any work can begin. The City Engineering Department (231-922-4461) will issue and enforce all soil erosion permits within the City of Traverse City.

Permit Procedures

In accordance with part 91 of 1994 PA 451, as amended, and its corresponding General Rules, the property owner or designated agent shall make application to the City Engineering Department as the Local Enforcing Agency for a permit to undertake a proposed earth change within the city limits of Traverse City. Permit requirements will be as follows:

1. A state prescribed application form shall be provided to the applicant by the City Engineering Department.
2. An application for a state prescribed permit shall be submitted to the City Engineering Department by a person proposing to undertake an earth change. In land development, the application shall be submitted by the land owner or his authorized agent, whoever is responsible for the earth change.
3. The application shall be accompanied by a soil erosion and sedimentation control plan and any other document which the City Engineering Department may require.
4. The soil erosion and sedimentation control plan shall be reviewed and approved by a person designated by the City Engineering Department who is trained and experienced in soil erosion and sedimentation control techniques.
5. The City Engineering Department shall approve, disapprove or require modification of an application for an earth change permit within 30 calendar days following receipt of the application. Notification of approval shall be made in person, in writing, or by first class mail. If disapproved, the enforcing agency shall advise the applicant in person, in writing, or by certified mail of its reasons for disapproval and conditions required for approval.
6. Upon determination that an applicant has met all the requirements of these rules, the sediment act and local ordinance, if applicable, the City Engineering Department shall issue a permit for the proposed earth change.
7. A state prescribed permit shall be used by the City Engineering Department as the enforcing agency and shall include any additional provisions which may be required by the enforcing agency. The permit shall be available on the site of the earth change for inspection.

Earth Change Requirements Generally (R 323.1702)

Rule 1702

1. A person shall conduct an earth change in a manner that will effectively reduce accelerated soil erosion and resulting sedimentation.
2. A person engaged in an earth change identified in R 323.1704 shall plan, implement, and maintain acceptable soil erosion and sedimentation control measures in conformance with part 91, which effectively reduce accelerated soil erosion and off-site sedimentation.
3. A person shall set forth soil erosion and sedimentation control measures in a plan as prescribed by R 323.1703. A person shall make the plan available for inspection at all times at the site of the earth change. The department, or its designated representative, may require the county or local enforcing agency to file a copy of the plan with the department.

4. A person shall obtain a permit containing state prescribed information, as required by R 323.1707, and make the permit available for inspection at the site of the earth change.

Soil Erosion and Sedimentation Control Plan Requirements (R 323.1703)

Rule 1703.

A person shall prepare a soil erosion and sedimentation control plan for any earth change identified in R 323.1704. A person shall design the plan to effectively reduce accelerated soil erosion and sedimentation and shall identify factors that may contribute to soil erosion or sedimentation, or both. The plan shall include, but not be limited to, all of the following:

1. A map or maps at a scale of not more than 200 feet to the inch or as otherwise determined by the county or local enforcing agency. A map shall include a legal description and site location sketch that includes the proximity of any proposed earth change to lakes or streams, or both; predominant land features; and contour intervals or slope description.
2. A soils survey or a written description of the soil types of the exposed land area contemplated for the earth change.
3. Details for proposed earth changes, including all of the following:
 - A. A description and the location of the physical limits of each proposed earth change.
 - B. A description and the location of all existing and proposed on-site drainage and dewatering facilities.
 - C. The timing and sequence of each proposed earth change.
 - D. The location and description for installing and removing all proposed temporary soil erosion and sediment control measures.
 - E. A description and the location of all proposed permanent soil erosion and sediment control measures.
 - F. A program proposal for the continued maintenance of all permanent soil erosion and sediment control measures that remain after project completion, including the designation of the person reasonable for the maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement for the land on which the permanent soil erosion control measures are located.

HISTORICAL PRESERVATION PERMIT REQUIREMENTS

1. Application and Plans:

An application for a building permit or other permit for exterior modifications in a historic district or that is a historic landmark shall be accompanied by project plans and an application for Historical Preservation Permit. (Application forms are available in the City Planning Department.) The plans shall describe the proposed changes, showing the structure in question and its relationship to adjacent structures. The application shall be made by the owner or by any person authorized to act on behalf of the owner.

2. Notification:

Upon the filing of such application, the Zoning Administrator shall immediately notify the Historic Districts Commission of the receipt of such application and shall transmit it, together with accompanying plans and other information, to the Historic Districts Commission.

3. Review:

The Historic Districts Commission shall meet within thirty days after notification by the Zoning Administrator, unless otherwise mutually agreed upon by the applicant and the Commission. In reviewing the plans, the Historic Districts Commission shall give consideration to:

- A. The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.
- B. The relationship of the exterior architectural features of such structure to the rest of the structure and to the surrounding area.
- C. The general compatibility of the exterior design, arrangement, texture and materials proposed to be used.
- D. Any major improvement program.
- E. The economic feasibility of preservation of the structure.
- F. Any other factor, including aesthetic, which it deems to be pertinent and within the purpose of this chapter.
- G. To aid in making this decision, the Historic Districts Commission shall use the "Secretary of the Interior's Standards for Rehabilitation" and any other preservation guidelines agreed upon by the Commission and available to all applicants.

*INSERT MAP OF
BOARDMAN NEIGHBORHOOD HISTORIC DISTRICT
HERE*

*INSERT MAP OF
CENTRAL NEIGHBORHOOD HISTORIC DISTRICT
HERE*

*INSERT MAP OF
DOWNTOWN HISTORIC DISTRICT BOUNDARY
HERE*

SECTION IV

PERMIT FEE SCHEDULES

Revised December 2006

BUILDING AND DEMOLITION PERMITS

(Grand Traverse County Fee Schedule 2006)

ONE AND TWO FAMILY RESIDENCE CONSTRUCTION: (detached SFD)

Sq.ft. Construction Cost (from IBC Table) x gross area x **0.003763** = Permit Fee
(minimum fee \$55.00)

Applies to new dwellings and incidental structures; i.e., garages and decks when included in original permit. Fee includes plan review service.

PRE-MANUFACTURED 1&2 FAMILY DWELLINGS & HUD CODE HOMES (1/3 Site Built Factor)

Use Construction Cost of Site Built Residence x **0.0021** (minimum fee \$55.00)

Plus “Other Construction” fee for basement foundation system, garages and decks.

Note: “split permits” - **\$70.00** fee applies to the “set only permit”

POLE BUILDINGS, DETACHED GARAGES, DECKS (Site Built Factor x 1.7)

Total Construction cost (from applicant) x **0.01071** = Permit Fee (minimum fee \$55.00)

ALL OTHER CONSTRUCTION:

Sq.ft. Construction Cost (from IBC Table) x gross area x **0.005519** = permit Fee
(minimum fee \$55.00)

Applies to all other construction; i.e., all commercial (new, remodeling, and additions), residential (remodeling and additions), and Change of Use.

Fee includes plan review service.

Demolition Permits:

Permit Fee \$55.00

Buildings and structures not connected to public service utilities are not required to secure demolition permits unless warranted by special conditions.

TO CALCULATE PERMIT FEE:

Gross area x sq. ft. Construction Cost (from IBC Table) x fee multiplier = permit fee

Unless listed below, use International Building Code (IBC) Permit Fee Schedule as published in August 2005 Building Safety Journal.

- \$15.00/sq.ft. - unfinished basement
- \$30.00/sq.ft. - finished basement
- \$9.10/sq.ft. - decks
- \$15.00/sq.ft. - attached garages, breeze way and covered porches
- \$17.75/sq.ft. - detached garages
- \$13.81/sq.ft. - pole buildings (not commercial use)

ELECTRICAL PERMITS

(Grand Traverse County Fee Schedule 2006)

A non-refundable electrical permit application filing fee may be required for all projects that exceed an estimated cost of \$1,000,000. Included in the estimated cost of the project are the building, plumbing, mechanical and electrical costs. The filing fee is 25% of the estimated permit fee, which will be deducted from the total electrical permit fee levied when the electrical permit is issued.

(Exceptions: Detached one or two family dwelling units and their accessory structures.)

There is a base permit application fee of \$45.00 required plus the additional fees per unit listed below (items 2 through 27):

DESCRIPTION	FEE/UNIT
1. Application Fee (no refund) includes 1 inspection	\$45.00
2. SERVICE Through 200 AMP	\$11.00
3. Over 200 - 400 AMP	\$16.00
4. Over 400 - 800 AMP	\$20.00
5. Over 800 AMP	\$25.00
6. 1000 AMPS and Over (GFI Only)	\$50.00
7. Circuits	\$6.00
8. Lighting Fixtures - per 25	\$6.00
9. Dishwasher	\$6.00
10. Furnace - Unit Heater	\$7.00
11. Electric Baseboard Heating Units	\$4.00
12. SIGNS Unit	\$10.00
13. SIGNS Neon - each 25'	\$20.00
14. Power Outlets (ranges, dryers, etc.)	\$7.00
15. Feeders - Bus Ducts, etc. - per 50'	\$7.00
16. Mobile Home and Modulars, see comments	\$6.00
17. Recreational Vehicle Park Site	\$4.00
18. Units up to 20 K.V.A. & H.P.	\$7.00
19. Units 21 to 50 K.V.A. or H.P.	\$11.00
20. Units 51 K.V.A. or H.P. and over	\$13.00
21. Fire Alarms - up to 10 devices	\$50.00
22. Fire Alarms - 11-20 devices	\$100.00
23. Fire Alarms - over 20 devices	\$5.00
24. Energy Retrofit - Temp Control	\$45.00
25. Conduit Only; or grounding only	\$45.00
26. Additional and Re-Inspection	\$45.00
27. Final Inspection and Certification	\$45.00

MECHANICAL PERMITS

(Grand Traverse County Fee Schedule 2006)

A non-refundable mechanical permit application filing fee may be required for all projects that exceed an estimated cost of \$1,000,000. Included in the estimated cost of the project are the building, plumbing, mechanical and electrical costs. The filing fee is 25% of the estimated permit fee, which will be deducted from the total mechanical permit fee levied when the mechanical permit is issued.

(Exceptions: Detached one or two family dwelling units and their accessory structures.)

There is a base permit application fee of \$45.00 required plus the additional fees per unit listed below (items 2 through 26):

DESCRIPTION	FEE/UNIT
1. Application Fee (no refund) includes 1 inspection	\$45.00
2. Forced Air Residential Heating and Ventilation System (Furnace or Heat Pump, Duct, Gas Pipe, Chimney or Vent, Bath Fans, Dryer Vent)	\$75.00
3. Forced Air AC (Coil, Condenser and/or Line Set)	\$45.00
4. Factor Built Fire Place or Stove (Chimney or Vent, Gas Pipe, Combustion Air) (All Fuels)	\$45.00
5. Equipment Replace or Conversion Furnace, Heat Pump, includes gas pipe	\$35.00
6. Duct (Sheet Metal and Warm Air Piping)	\$35.00
7. Boiler Process Piping	\$35.00
8. Boiler Replace (Boiler License Required)	\$35.00
9. Boiler System (Boiler License Required) (Boiler, Processed Piping, Gas Pipe, Chimney, Vent, Bath Fans, and Driver Vent)	\$70.00
10. Manufactured Home Installation (Only Gas Pipe and Dryer Vents)	\$30.00
11. Factory Chimney or Vent	\$10.00
12. Gas Piping (Per Opening)	\$5.00
13. Bath - Kitchen Exhaust/Dryer Vent	\$5.00
14. Tanks (Gas-Oil Connections)	\$5.00
15. Air Handlers - Under 10,000 CFM	\$30.00
16. Air Handlers - Over 10,000 CFM	\$75.00
17. Heat Recovery Units	\$15.00
18. Commercial Hoods (With Review)	\$50.00
19. Unit Ventilators	\$15.00
20. Water Heater (Includes Gas Pipe)	\$10.00
21. Unit Heaters (Includes Chimney or Vent)	\$20.00
22. Fixed Unit Coolers and Freezers	\$50.00
23. Chillers - Cooling Towers - Compressors	\$50.00
24. Variable Air Volume Boxes	\$15.00
25. Fire Suppression (F.D. does plan review)	\$30.00
26. Final/Additional and Re-Inspections	\$45.00

PLUMBING PERMITS

(Grand Traverse County Fee Schedule 2006)

A non-refundable plumbing permit application filing fee may be required for all projects that exceed an estimated cost of \$1,000,000. Included in the estimated cost of the project are the building, plumbing, mechanical and electrical costs. The filing fee is 25% of the estimated permit fee, which will be deducted from the total plumbing permit fee levied when the plumbing permit is issued.

(Exceptions: Detached one or two family dwelling units and their accessory structures.)

DESCRIPTION	FEE
1. Application Fee (NO REFUND) includes 1 inspection	\$45.00
2. Mobile Park Site (new park construction)	\$5.00 ea
3. Fixtures, floor drains, special drains, water connected appliances.	\$7.00 ea
4. Stacks (Soil, Waste, Vent & Conductor)	\$7.00 ea
5. Sewage Ejectors, Sumps	\$7.00 ea
6. Water Service Below 2"	\$7.00
7. Water Service 2" - 6"	\$30.00
8. Water Service Over 6"	\$50.00
9. Connection bldg. drain - bldg. service	\$7.00
10. Sewer (sanitary &/or storm) Below 6"	\$7.00
11. Sewer (sanitary &/or storm) 6" & over	\$25.00
12. Med - gas TYPE _____ (price per station or \$30.00 Minimum fee)	\$6.00
13. Manholes, Catch Basins	\$7.00 ea
14. HUD Code Hook - Up (includes Water & Drain Connections)	\$30.00
15. Water Distribution Pip 3/4" - 1"	\$12.00
16. Water Distribution Pipe 1 1/4"	\$18.00
17. Water Distribution Pipe 1 1/2"	\$24.00
18. Water Distribution Pipe 2"	\$30.00
19. Water Distribution Pipe Over 2"	\$36.00
20. Back Flow Preventer (each)	\$10.00
21. Additional & Re-Inspections	\$45.00
22. Final Inspection & Certification	\$45.00

WATER TAP AND INSTALLATION

(City Water/Sewer Maintenance Department Fee Schedule 2006)

TAPS:

<u>Description</u>	<u>Fee/Unit</u>
City resident cost for 1" tap	\$650.00
Township resident cost for 1" tap	\$975.00
Taps larger than 1" diameter or "Tap and Run"	Time and Material
Water taps will not be scheduled from December 1 through April 1, except for emergencies. Taps performed during this period as follows:	
City resident	Time and Material Minimum \$650.00
Township resident	Time and Material Minimum \$975.00
If a concrete or blacktop street is excavated for the water tap, a street repair charge will be billed.	
	Time and Material
Dewatering required?	\$300.00

METERS:

Cost to furnish a copperhorn, meter and remote reading device, and for meter installation:

<u>Description</u>	<u>Fee/Unit</u>
5/8" meter	\$160.00
1" meter	\$275.00
Larger meters	Call for current pricing (231-922-4923)

All meters are installed by the Water Department.

SERVICE TURN-ONS AND TURN-OFFS:

<u>Description</u>	<u>Fee/Unit</u>
During scheduled working hours	\$10.00
During non-scheduled work hours	\$35.00

CITY PLANNING DEPARTMENT

(Traverse City Planning Department Fee Schedule 2006)

BASE FEE FOR BOARD OF ZONING APPEALS REQUESTS:

Interpretation, Variance, Exception or Appeal	\$240.00
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BASE FEE FOR PLANNING COMMISSION REQUESTS:

Land Use Permit

Single Family, Two Family, Commercial Interior	\$ 50.00
Multi Family per unit	\$ 50.00
Demolition	\$ 50.00
Commercial / Industrial / Institutional	\$ 70.00

Subarea Plan

\$425.00

Planned Unit Development (PUD)

(*)

\$830.00

Planning Commission Special Land Use Permit (PCSLUP)

\$830.00 (*)

Administrative Special Land Use Permit (ADSLUP)

\$425.00

Zoning Change (Rezoning)

\$425.00 (**)

Site Plan Review (SPR)

\$200.00

Major Amendments to Site Plan Review

\$100.00

Land Division and/or Boundary Adjustment

\$235.00

(*) Includes Site Plan Review.

(**) Does not include Site Plan Review.

SIGN PERMIT:

\$50.00

CITY ENGINEERING DEPARTMENT

(Traverse City Engineering Department Fee Schedule 2006)

STORM-WATER RUNOFF CONTROL PERMITS:

Area:

Fee:

0 to 1/2 acre

\$35.00

1/2 to 1 acre

\$70.00

1 acre or more

\$105.00 plus

\$35.00/additional acre to the nearest acre

EROSION CONTROL PERMITS:

All Erosion Control Permits

\$35.00

***RIGHT-OF-WAY PERMITS:**

Residential

Non-Excavating

\$35.00

Excavating	\$70.00
Commercial	
Non-Excavating	\$50.00
Excavating:	\$105.00

*An additional \$100.00 bond will also be charged. Returned upon completion and inspection of job.

UTILITY SERVICES REVIEW (conjunction with issuing Land Use Permit)

0 to ½ acre	\$35.00**
½ to 1 acre	\$70.00**
1 acre or more	\$105.00**
Each additional acre	\$35.00

**Applies only to residential, multiple, commercial, institutional and industrial projects in which a utility review is required.

CITY FIRE PREVENTION

(Traverse City Fire Department Fee Schedule 2006)

FIRE SAFETY INSPECTION

The charge for a fire safety inspection is \$3.75 per five(5) minute increments (\$45.00 per hour). The total time billed will be determined by the amount of time required to conduct the initial and follow-up inspections, and for completing the required reports. Thirty (30) minutes will be added for administrative requirements.

TEMPORARY OPERATIONAL PERMIT

Same as the fire safety inspection fees as stated above. A \$5.00 fee will be added to the cost of the inspection for the actual permit, which shall be posted on the premises during operation.

SITE PLAN REVIEW

\$45.00

Additional time beyond one (1) hour will be charged at \$3.75 per five (5) minute increments (\$45.00 per hour).

SECTION V

**TYPICAL PLANS FOR SINGLE FAMILY RESIDENTIAL
and
PERMIT APPLICATION FORMS**

PAVED ALLEY

165'

66'

PROP. LINE

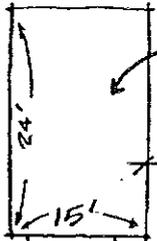
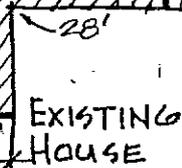
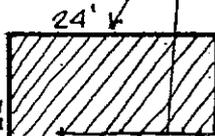
SEWER LINE

863 STATE ST.

OVERHEAD ELEC.

EXISTING GARAGE

ADDITION



EXISTING HOUSE

CONCRETE DRIVE

Water Line



NORTH

SCALE = 1" = 20'

SAMPLE SITE PLAN

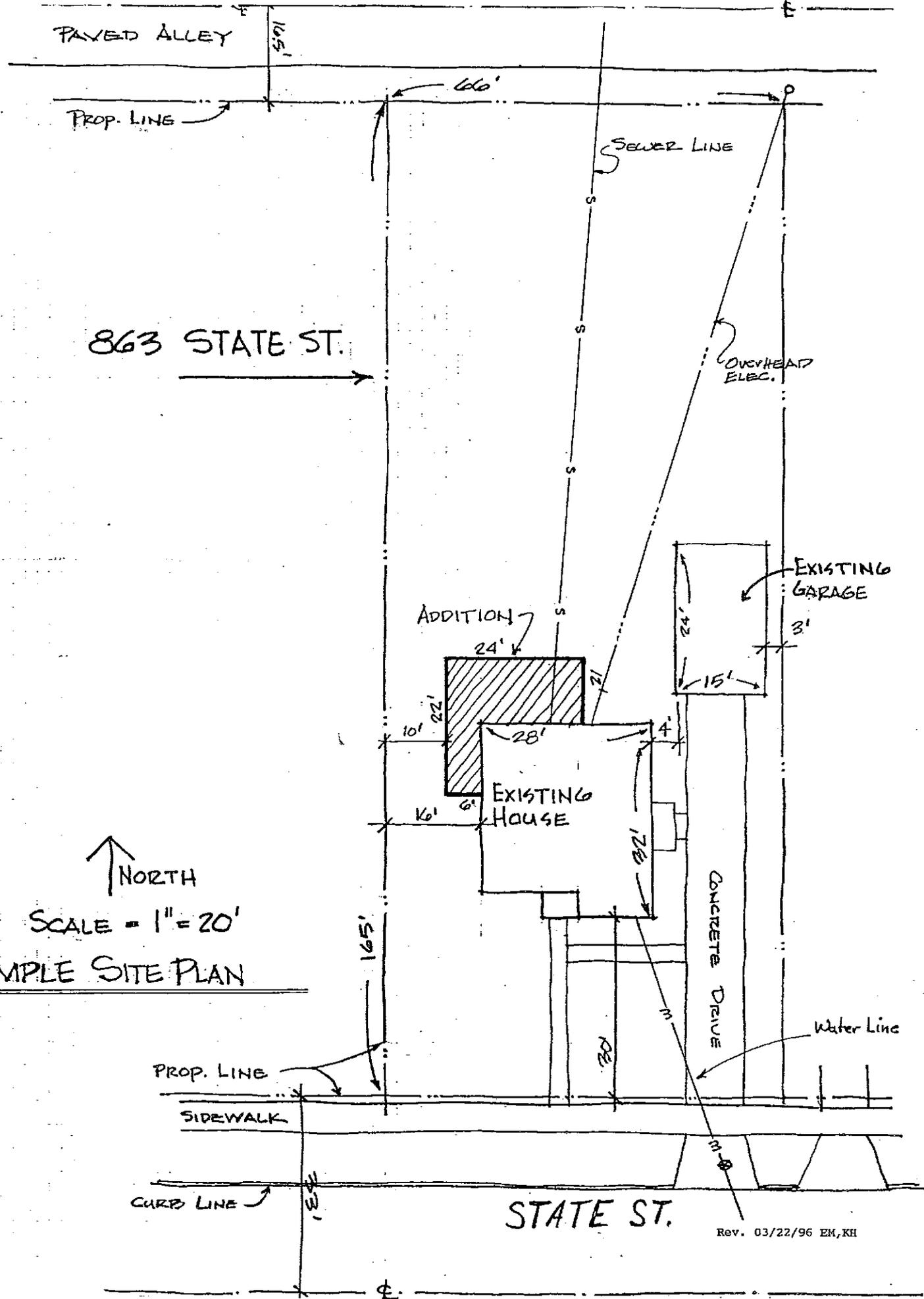
PROP. LINE

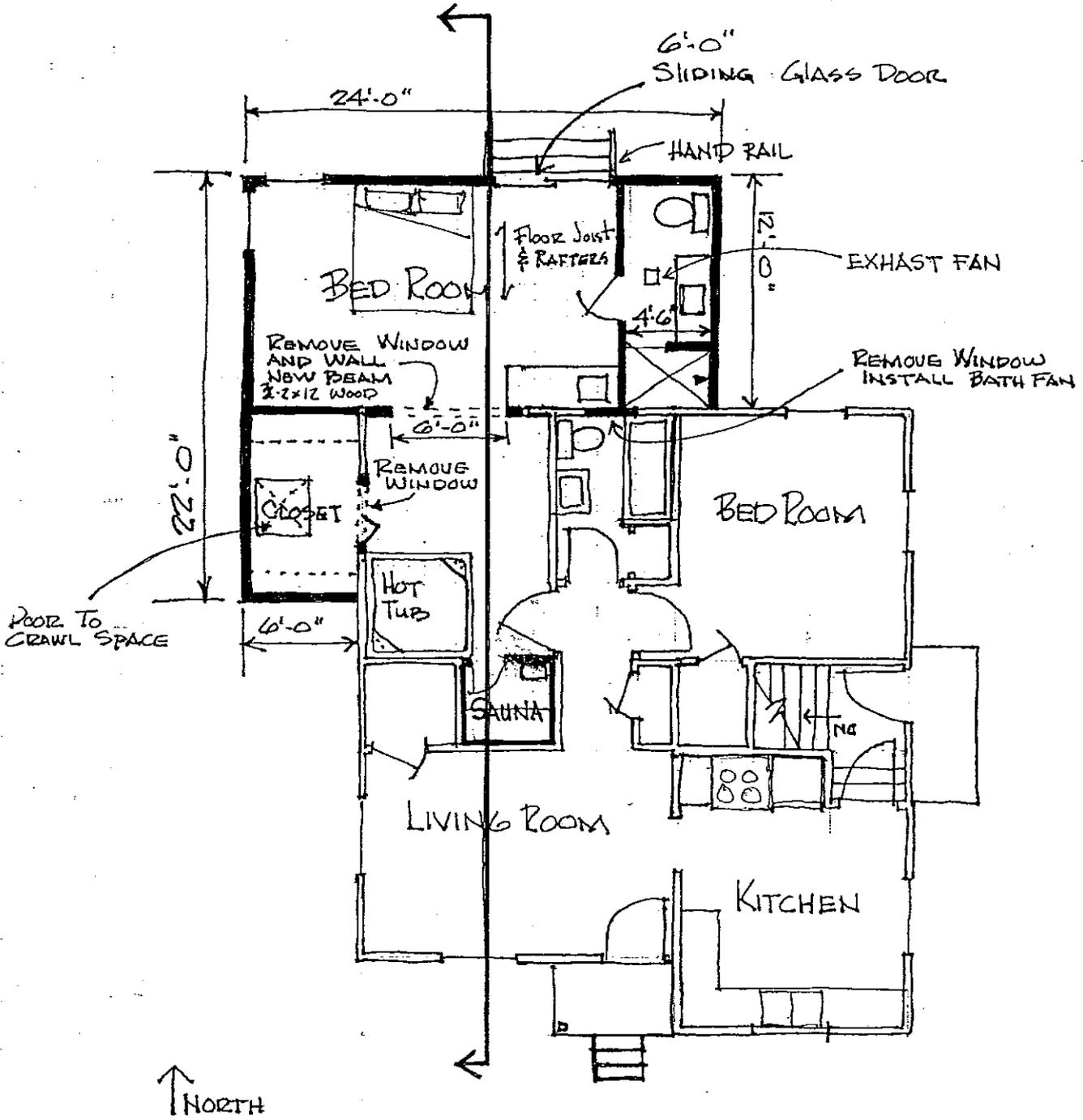
SIDEWALK

CURB LINE

STATE ST.

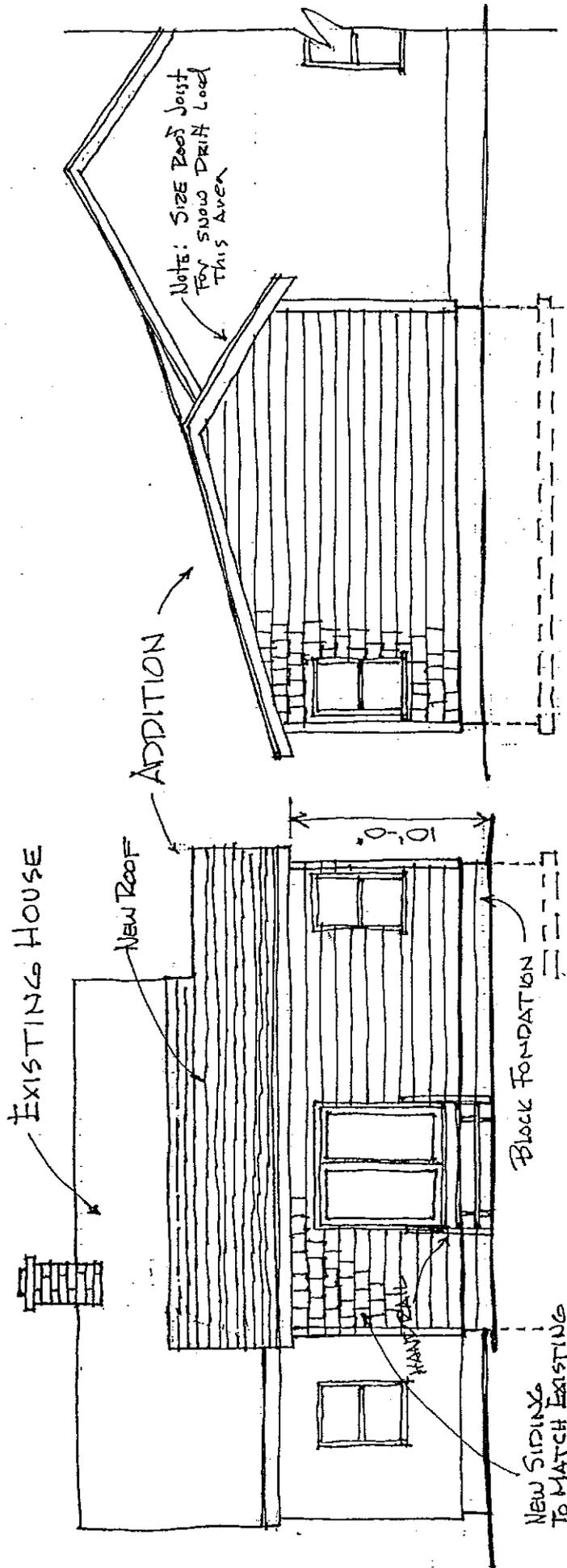
Rev. 03/22/96 EM,KH





SAMPLE HOUSE PLAN

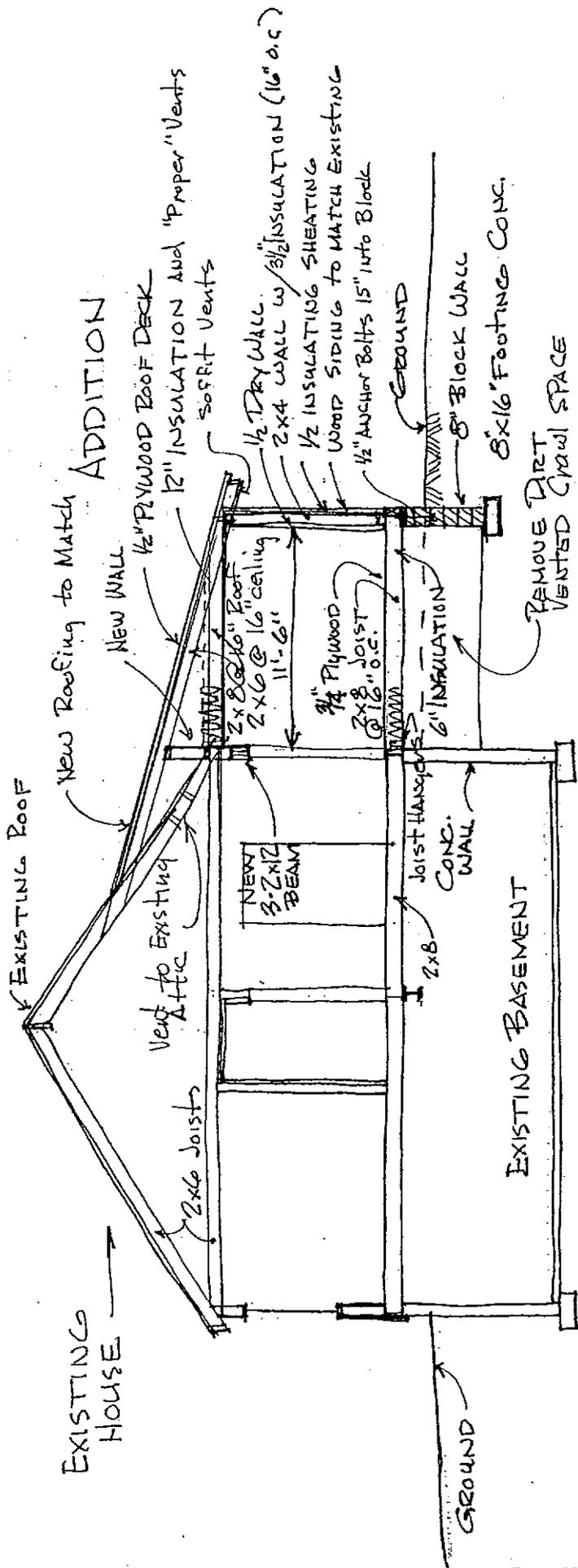
SCALE: $\frac{1}{8}'' = 1'-0''$



SIDE ELEVATION

REAR ELEVATION

SCALE 1/8" = 1'-0"



EXISTING HOUSE

ADDITION

SAMPLE CROSS SECTION

SCALE: 1/8" = 1'-0"