

An aerial photograph of Traverse City, Michigan, showing the city's layout along the coast of Lake Michigan. The image is overlaid with a semi-transparent pink filter. Large, bold, white text is centered over the image, reading "COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY DEVELOPMENT AND CONSTRUCTION GUIDE". The text is arranged in five lines, with the first line being the longest and the last line being the shortest. The background shows a mix of urban development, including buildings, parking lots, and a marina, surrounded by greenery and water.

COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY DEVELOPMENT AND CONSTRUCTION GUIDE

WHAT IS THIS GUIDE FOR?

This guide is intended for use by all Commercial, Industrial, and Multi-Family projects within the City of Traverse City.

You may find this guide useful if you intend to:

- Construct or alter a structure
- Construct an addition
- Demolish or move a structure
- Remodel the interior of a structure
- Make a change of occupancy

This guide will walk you through how to obtain the required permits before you can begin your project.

WHY DO I NEED A PERMIT?

Permits from the City of Traverse City are for land use and zoning. Zoning controls what sort of buildings can be built in a certain area.

Permits also ensure that local rules and regulations are being met.

The best part is that they're quick and easy to get.



1.

To begin the permit process, drop off or email a completed [Project Application Form](#) and a complete set of site/building plans to the [City Planning Department](#) on the 2nd floor of the Governmental Center, 400 Boardman Avenue, Traverse City MI, or dweston@traversecitymi.gov. Plans must be sealed by a licensed architect or engineer!

2.

City Planning and City Engineering will determine what types of permits your project may need.

You could need up to 7 permits.

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*If your project is located within the Grand Traverse Commons, please call 231-922-4464 for additional development regulations.

WHICH PERMITS DO I NEED?

LAND USE PERMIT

This permit ensures that a project meets the regulations in the zoning code.

It is required for all projects.

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit makes sure your project won't negatively impact the environment.

It is required if your project is within 500 feet of a lake or stream, or will disturb more than 1 acre of land.

RIGHT-OF-WAY PERMIT

This permit allows you to work in a City right-of-way, i.e. streets, sidewalks, alleys.

It is required if your project will involve work in the right-of-way.

STORM-WATER RUNOFF CONTROL PERMIT

This permit helps manage the flow of storm-water.

It is required if you are altering the site.

FIRE MARSHAL REVIEW

The purpose of this review is to protect health and safety, and reduce the risk to life, limb, and property.

This two-step process includes a site plan approval and a fire code review (interior).

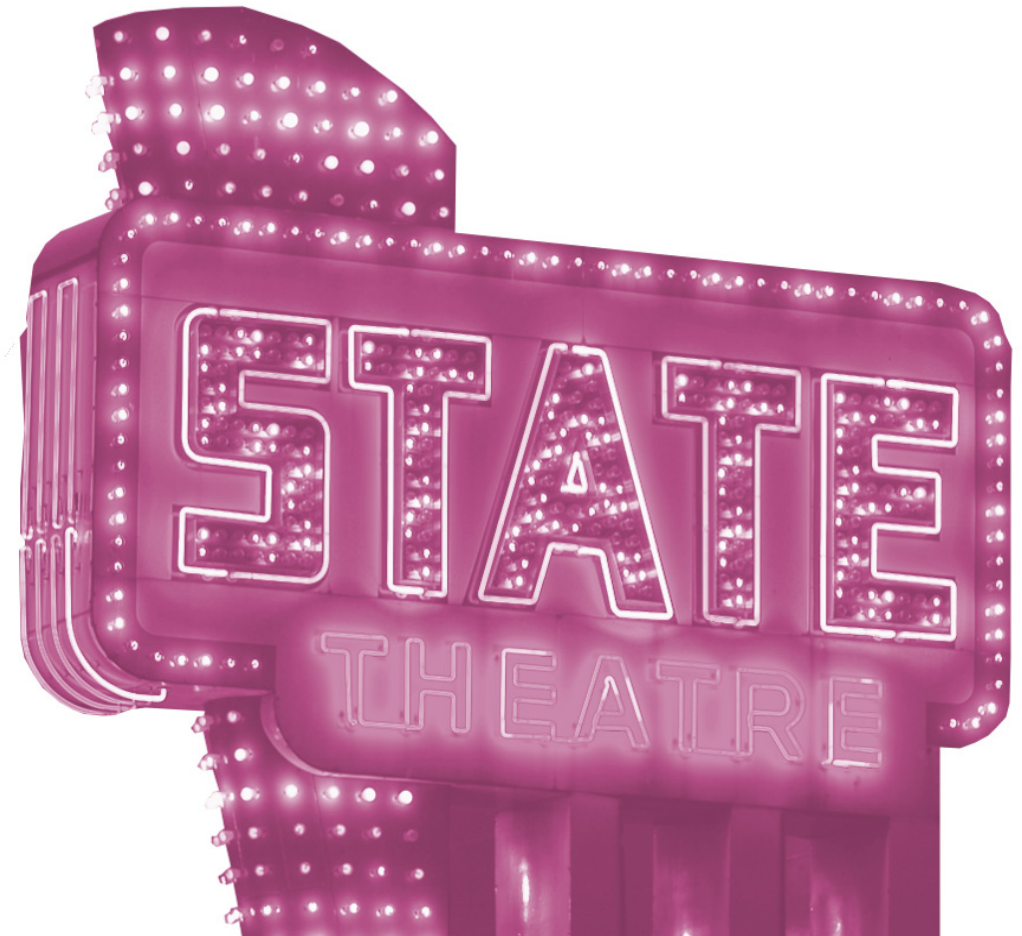
They are required for every project.

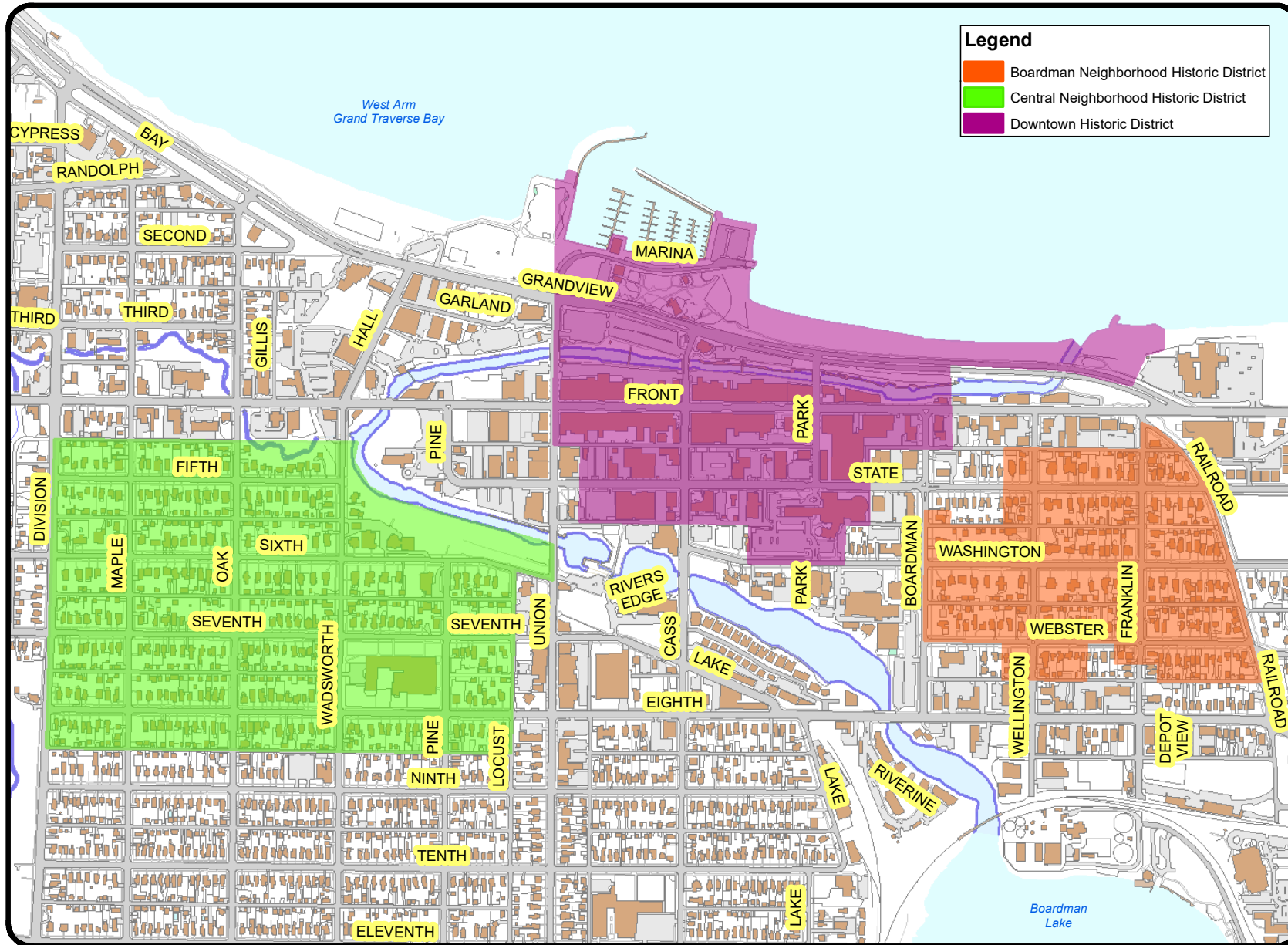
HISTORIC PRESERVATION PERMIT

This permit helps maintain the character of Traverse City's Historic Districts.

It is required if your project is located in one of [Traverse City's 3 Historic Districts](#).

The map can be found on the next page.





Legend

- Boardman Neighborhood Historic District
- Central Neighborhood Historic District
- Downtown Historic District

City of Traverse City
Department of Public Services

Traverse City Historic Districts

8-14-17
JPT

1 inch = 500 feet

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

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3.

You're almost done! Permits can be paid for with cash, check, or credit card. If using a credit card, a service fee will be added. Please make checks out to the City of Traverse City, and drop off or mail to the Governmental Center, 400 Boardman Avenue, Traverse City MI 49684. See next page for permit costs.

4.

After you receive the required permits, you will submit City-approved plans to the [Grand Traverse County Construction Code Office](#), located at 2650 Lafranier Road, Traverse City MI, 49686, 231-995-6044.

The County will issue all necessary building permits.

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FEES

LAND USE PERMIT

Commercial Interior.....	\$60.00
Commercial/Industrial/Multi-family.....	\$110.00
Demolition.....	\$60.00

RIGHT-OF-WAY PERMIT

Low Impact/Non-excavating.....	\$75.00
Medium Impact/Minor-excavating.....	\$100.00
High Impact/Major-excavating.....	\$150.00
Civil Infraction.....	\$100.00

**SOIL EROSION
PERMIT**

Residential & Commercial Low Priority....	\$50.00*
Residential & Commercial Mid Priority....	\$100.00*
Residential & Commercial High Priority...	\$150.00*

**HISTORIC PRESERVATION
PERMIT**

No fee, however all projects within a Historic District must be reviewed & approved by the [Historic Districts Commission](#)

*Fee includes Review of Application & Plans, issuance of permit and inspections:
Low Priority: 1-2 Inspections
Mid Priority: 3-16 inspections (Min. once every 2 weeks)
High Priority: 16+ inspections (Min. once every 2 weeks or within 24 hrs of rain event)

FEES

UTILITY SERVICES REVIEW

In Conjunction with a Land Use Permit....	\$100.00*
If EGLE Permit is Required.....	\$1000.00

**STORM-WATER RUNOFF
CONTROL PERMIT**

\$100.00

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

FIRE MARSHAL REVIEW

Minumum fee for Review & Inspections.....	\$100.00
0-2000 sq. ft.....	\$110.00
2001-5000 sq. ft.....	\$165.00
5001-10,00 sq. ft.....	\$220.00
10,00-50,00 sq. ft.....	\$245.00
50,001-100,00 sq. ft.....	\$365.00
100,000-500,000 sq. ft.....	\$550.00
Over 500,000 sq. ft.....	\$8250.00

If you have further questions, you can schedule a pre-development meeting. Contact the Planning Department at 231-922-4778 to schedule an appointment.