

REQUIREMENTS FOR COMMERCIAL/NON-RESIDENTIAL BUILDING PERMIT APPLICATION

1. **Site Plan Review** is required per zoning laws. *Site plans that are required to go to the Township Planning Commission require completion of all items on the **Site Plan Checklist**. Any missed items on the **Site Plan Checklist** may cause needless delay.
2. Ten (10) copies of **Site Plans** are needed for submittal to the Planning Commission.
3. After the **Site Plan** has been approved by the Planning Commission, submit two (2) copies of **Building Plans** to the Building Inspector. These plans must be signed and sealed by an architect or engineer registered by the State of Michigan.
4. **Building Plans** require one (1) to ten (10) days to review, maybe more if unusually complicated.
5. Any food preparation establishment requires **Health Department** approval before a building permit can be issued (i.e.: restaurants, night clubs, private club, reception hall, etc.).
6. If building in a flood plain, an elevation bench mark will be required at the job site in order to obtain a footing inspection. An elevation certificate from a licensed surveyor stating that the building floor level is one foot above the 100 year flood mark is required prior to **Final Certificate of Occupancy** approval. This elevation is to be established per NVGD Datum Point.
7. A **Soil Erosion Permit** is required if building within 500 feet of a lake/stream or if disturbing more than one acre of ground. Contact Don Gilmet at the Soil Erosion Office, (989) 916-5108. It is also advisable to contact the Army Corp of Engineers (313) 226-6813.
8. All **electrical, mechanical and plumbing permits** are handled by Alpena Charter Township. Application forms are available at the township building department or at www.alpenatownship.com.

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| Electrical | Frank Rosinski | Call between 8-9 am | (989) 356-2908 |
| Mechanical | Bruce Tillinger | | (989) 464-0985 |
| Plumbing | Bruce Tillinger | | (989) 464-0985 |
9. Required **Building Inspections** are: 1) **Footing**; 2) **Rough-In**; 3) **Insulation**; 4) **Dry Wall**; and 5) **Final**. It is your responsibility to call the building department when ready for each inspection. **Building Rough-In** inspections are made only after all **Electrical, Mechanical, and/or Plumbing Rough-In** inspections are made and approved.
10. Once the final inspection has been completed and approved, a **Certificate of Occupancy** will be issued which is required prior to occupancy.
11. Pre-construction meetings may be scheduled by appointment and require fifteen (15) days notice.
12. All new commercial buildings require a keyed Knox box system which is available for purchase through the Alpena Southside Fire Department at (989) 354-2616, 2201 US 23 S, Alpena, MI 49707.

Alpena Charter Township Building Department
(989) 356-0297, Ext. 4
In office hours:
8:00 a.m. - 9:00 a.m. & 4:00 p.m. - 5:00 p.m.