

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. Electrical, Plumbing and Mechanical plans are to be sent to the state of Michigan for review.
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 Jerry Bleau at the Soil Erosion Office, (989) 657-6157. It is also advisable to contact the Army Corp of Engineers (313) 226-6813.
8. All **electrical, mechanical and plumbing permits** are handled by the Township of Alpena. Application forms are available at the township building department or at www.alpenatownship.com.

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**; and 3) **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 lock 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 Township Building Department
(989) 358-2737
In office hours:
8:00 a.m. - 9:00 a.m. & 4:00 p.m. - 5:00 p.m.