

BEAR CREEK TOWNSHIP BUILDING PERMIT PROCESS
FOR ALL BUILDING PROJECTS, the following permits are required:

YES N/A

	(1) PROPERTY ADDRESS:	Emmet County Building Dept.- Donna Kahgee- (231)348-0667 200 Division Street, Suite 18, Petoskey, MI 49770
	(1) HEALTH DEPT Well & Septic:	Northwest Community Health – Dan Begnoche – (231)347-6014 3434 M-119, Suite A, Harbor Springs, MI 49740
	(1) SOUL EROSION & CRITICAL DUNES:	Emmet County Ordinance Enforcement Officer – Nancy Salar – (231)439-8996 343 M-119, Suite E, Harbor Springs, MI 49740 <i>(Soil Erosion: For properties within 500' of a lake, river or stream or disturbing more than an acre of property)</i>
	MISS DIG	811
	(1) HIGH RISK EROSION & Wetlands:	MI D.E.Q. – Penny Holt – (517)373-1952, Fax: (989)731-6181 2100 West M-32, Gaylord, MI 49735
	(1) SEWER TAP:	Bear Creek Township – Lizzy Coats – (231)347-0592 Inspector – Denny Keiser – (231)347-0592 373 N. Division Road Petoskey, MI 49770
	(1) DRIVEWAY: Local Roads: State Highway:	Emmet County Road Commission – James Godzik – (231)347-8182 Et 5 2265 E. Hathaway Road, Harbor Springs, MI 49740 All Permits are online bases only at www.oxcartpermits.com MDOT – Gabe Phelps- (989)731-5090 2100 West M-32, Gaylord, MI 49740
	(1) Zoning:	Emmet County Office of Planning and Zoning – Tammy Doernenburg – (231)348-1735 3434 M-119, Suite E, Harbor Springs, MI 49740
	PLUMBING & MECHANICAL:	Emmet County Office of Planning and Zoning and Construction (231)348-1735 3434 M-119, Suite E, Harbor Springs, MI 49740
	ELECTRICAL: Online permits at www.bearcreektownship.com	Bear Creek Township – Wayne Sundstrom – (231)347-3204 373 N. Division Road, Petoskey, MI 49770 <i>Plans required on all commercial, sealed plans required when over 400 amps and building is over 3500 sf.</i>
	BUILDING: Online permits at www.bearcreektownship.com	Bear Creek Township – Bryan Conklin – (231)347-3204 373 N. Division Road, Petoskey, MI 49770 <i>Residential Buildings over 3,500 sq. ft. and Commercial Projects require sealed plans (ALL COMMERCIAL PROJECTS REQUIRE SEALED PRINTS. EXCEPTION-MINR PROJECTS)</i>

IN ADDITION, FOR COMMERCIAL PROJECTS ONLY:

	FIRE DEPT:	Resort Bear Creek Fire Dept – Fire Chief AL Welsheimer – (231)347-0592 373 N. Division Road, Petoskey, MI 49770
	SIGNS & OUTDOOR LIGHTING:	Emmet County Office of Planning and Zoning – Tammy Doernenburg – (231)348-1735 3434 M-119, Suite E, Harbor Springs, MI 49740

ALL ITEMS MARKER (1) SHALL BE SECURED WITH A PERMIT (IF APPLICABLE) BEFORE A BUILDING PERMIT CAN BE ISSUED.