

BEAR CREEK TOWNSHIP BUILDING DEPARTMENT

373 N. DIVISION RD. PETOSKEY, MI 49770

Telephone 231-347-3204 Fax 231-347-0736 e-mail building@bearcreektownshipmi.gov

INSTRUCTIONS TO SUBMIT A PERMIT APPLICATION

STEP 1: To access the online application, click [THIS LINK](#) or scan the QR code.

(Also found on the Building Department page of the Bear Creek website at the following web address: <https://bearcreektownshipmi.gov/building-department/>)



STEP 2: Enter your property address. (Contractors click the respective button to log in or create an account.)

 **Homeowner Application for Permit**
Submit a permit application online.

[Contractor Learning Center](#)

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Permit Fees	Attach Documents	Submit Application
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Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

☐ Property Search

Search By:

Search For:

Search

Next

STEP 3: Enter your permit details. Depending on the permit type, enter the required fields. See the example below.

 **Homeowner Application for Permit**
Submit a permit application online.

[Contractor Learning Center](#)

Select a Property 9999 TEST AVE	Enter Permit Details	Enter Applicant Information	Estimate Permit Fees	Attach Documents	Submit Application
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Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

★ WHAT TYPE OF PERMIT ARE YOU APPLYING FOR?

★ IS THE PROJECT RESIDENTIAL OR COMMERCIAL?

★ CHOOSE BEST OPTION

★ Enter the permit type for which you wish to apply:

★ Please describe the work to be done in detail:

☐ Application Details:
Please select a Permit Type.

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STEP 4: Enter your contact information.



Homeowner Application for Permit
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[Contractor Learning Center](#)

Select a Property
9999 TEST AVE

Enter Permit Details
Res Addition: Building an a...

Enter Applicant Information

Estimate Permit Fees

Attach Documents

Submit Application

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

☐ Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name:TEST OWNER

☒ I certify that I am the owner of the property listed above.

☐ Contact Information

☆ Name:

☆ Phone Number:

☆ Email Address:

☆ Confirm Email:

Homeowner Phone Number:

Homeowner Email:

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STEP 5: Click ‘Next’. (Upon receipt of your permit application, the Building Department will assess fees and send you an invoice.)



Homeowner Application for Permit
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Select a Property
9999 TEST AVE

Enter Permit Details
Res Addition: Building an a...

Enter Applicant Information
Abby Florenski
2313305403

Estimate Permit Fees

Attach Documents

Submit Application

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Available Fees

Fee Description	Category	
No online fees are configured.		

Selected Fees

Fee Description	Fee	Quantity	
No fee items found.			
No additional fees found.			
Total Estimated Fees:		\$0.00	

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STEP 6: Attach the required documents by uploading files. See an example below.



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Select a Property
9999 TEST AVE

Enter Permit Details
Res Addition: Building an a...

Enter Applicant Information
Abby Florenski
2313305403

Estimate Permit Fees
Estimated Amount:
\$0.00

Attach Documents

Submit Application

Step 5: Attach Documents

Attach Documents

Document Title	Status	Description	File Name		
Soil Erosion Permit	Uploaded		SE Permit PSE 25-019.pdf	✓	View Attachment Remove Attachment
Zoning Permit	Uploaded		Zoning Permit PZ 2025-0054 3776 Powell Rd.pdf	✓	View Attachment Remove Attachment
Construction Plans	Uploaded		SE Permit PSE 25-019.pdf	✓	View Attachment Remove Attachment
Critical Dune Approval	Optional			✓	Attach File
Site Plan	Uploaded		SE Permit PSE 25-019.pdf	✓	View Attachment Remove Attachment

Add Additional Document

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STEP 7: Submit your permit application.



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Select a Property
9999 TEST AVE

Enter Permit Details
Res Addition: Building an a...

Enter Applicant Information
Abby Florenski
2313305403

Estimate Permit Fees
Estimated Amount:
\$0.00

Attach Documents
4 Documents Attached

Submit Application

Step 6: Submit Application

Property and Application Details

Property Address
9999 TEST AVE

Parcel Number
01-99-99-999-999

Work Description
Building an addition of a sunroom to residential home.
12' x 14' = 168 sqft

Permit Type
Res Addition

Owner Name
TEST OWNER

Project
No Data to Display

[View Application Details](#)

Contact Information

Estimated Fees

Attached Documents

Document Title	Description	File Name	
Soil Erosion Permit		SE Permit PSE 25-019.pdf	View Attachment
Zoning Permit		Zoning Permit PZ 2025-0054 3776 Powell Rd.pdf	View Attachment
Construction Plans		SE Permit PSE 25-019.pdf	View Attachment
Site Plan		SE Permit PSE 25-019.pdf	View Attachment

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Submit