



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
www.lakeorion.org

HOW TO APPLY FOR A BUILDING PERMIT

REVIEW AND APPROVAL PROCESS

The following outlines the steps required to obtain a residential or non-residential building permit.

- A. Submit all required documents and fees (*listed below*) to the Village Zoning Coordinator.
- B. Application will be reviewed and a Village Zoning Compliance Permit will be issued for an application meeting all requirements of the Village Zoning Ordinance.
- C. Those applications receiving a Village Zoning Compliance permit will have their Township building permit application transmitted by Village staff to the Orion Township Building Department.
- D. The Orion Township Building Department staff will contact you with any questions. When your application meets all applicable code requirements Orion Township will contact you stating your approved permit is available for pick up at Township Hall and with the amount due for review/inspection fees.
- E. Please display your approved permits in a prominent location visible from the street.

REQUIRED DOCUMENTS

The following lists all documents required for a complete submittal of a building permit application.

Failure to submit all required documents WILL DELAY processing your application.

1. **Completed Village of Lake Orion Zoning Compliance Permit Application.** (*Must be signed by Property Owner*)
2. **Proof of Ownership of Property.** (*Required if different than current Tax Roll*)
3. **Detailed plot plan.** (*Two (2) copies of a plot plan or survey showing dimensions of the lot, existing structures, proposed structures, dimensions of all structures from the property lines and water's edge, streets, drives, sidewalks, bodies of water and easements.*)
4. **Village fees for zoning compliance review.**
5. **Completed Orion Township Building Permit Application.**
6. **Detailed construction plans.** (*Three (3) copies for Residential – Four (4) copies for Non-residential*)
7. **Copy of Oakland County Soil Erosion Permit or Letter of Exemption.** (*if applicable*)
8. **Valid contractor license.** (*if applicable*)
9. **Digital copies of all documents.** (*For any documents larger than 11 in. x 17 in.*)



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REVIEW TIME AND WHERE TO OBTAIN APPLICATIONS

The time required for Village of Lake Orion and Orion Township to review building permit applications varies depending upon the number of applications received prior to your submission. Be sure to provide sufficient information and allow sufficient time for review.

The Village Zoning Ordinance and all Village permit application packets are available at the Village of Lake Orion office Monday through Friday from 9:00am to 4:30pm. They are also available online at www.lakeorion.org.

It is highly recommended that you review your project with the Village Planning and Zoning Department prior to submittal. Please contact the Village Zoning Coordinator with any questions at (248) 693-8391 extension 107.



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PERMITS REQUIRED **FOR YOUR CONSTRUCTION PROJECT**

All construction projects located in the Village of Lake Orion must obtain a permit prior to beginning construction. The type and number of permits you will need depends on the type of construction you will be performing. Please review the description of permits below to determine which permit you must apply for.

- **Village Zoning Compliance Permits** are required for all new buildings or structures, including work that is exempt from the requirements of the Construction Code. **Projects that do not require a building permit still require a Zoning Compliance Permit.** Such projects include residential sheds that are less than 200 sq. ft. and under 10' tall, above ground swimming pools over 24" deep, or accessory mechanical units.
- **Residential Building Permits** are required for new residential construction or when any type of structural work is done on a dwelling/residence, constructing decks, swimming pools, additions, garages, detached sheds or structures over 200 sq. ft., foundation repairs, enlarging of the existing doors or windows, adding or changing interior walls, finishing interior attic or basement space. A building permit is NOT required for adding or changing the exterior siding or replacing roof shingles, up to two (2) layers. However, repairing a roof, including replacing plywood sheeting, does require a permit.
- **Commercial Building Permits** are typically required for all interior and exterior projects. Please review requirements with the Village Planning and Zoning Department. New businesses must submit a Change of Use / Occupancy form to the Village Office prior to applying for a building permit and may be subject to further review requirements.
- **Soil Erosion Permits.** Any construction project that is within 500 feet of the water's edge of a lake or stream and/or disturbs one (1) or more acres of land must apply for a Soil Erosion Permit from the Oakland County Water Resources Commissioner. An approved permit or a Letter of Determination from Oakland County stating that a soil erosion permit is not necessary MUST be submitted for any project within 500 feet of the water's edge that disturbs greater than 220 square feet of soil. The Village of Lake Orion will not accept a building permit application without one of these documents. Contact the Oakland County Water Resources Commissioner for instructions on how to fill out the application at 248-858-5389.
- **Sign or Fence Permits.** The erection of any new fence or wall requires a Village fence permit. The repair or replacement of a section of an existing fence does not require permit provided the type of material, height or location does not change. Any change in material, height or location requires a Village fence permit. Erecting or replacing any sign will require a Village sign permit and a Township building permit. All applications for permits must be submitted to the Village for processing.
- **Electrical, Mechanical and Plumbing Permits.** Any electrical, mechanical or plumbing construction that is NOT part of a structural construction project may obtain permits directly from Orion Township. If structural work is being performed a building permit must be obtained BEFORE going to Orion Township for electrical, mechanical or plumbing permits. Contact Orion Township Building Department for the list of the currently enforced construction codes. Applications may be obtained directly from the Orion Township Building Department website.

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ZONING COMPLIANCE PERMIT APPLICATION

PROPERTY INFORMATION

Site Address: _____

Parcel ID # (Refer to Tax Bill): _____ Zoning District: _____

OWNER INFORMATION

Property Owner Name: _____ Address: _____

Property Owner Phone #: _____ E-Mail: _____

APPLICANT INFORMATION (If applicant is NOT property owner)

Applicant Name: _____ Address: _____

Applicant Phone #: _____ E-Mail: _____

Applicant is: (i.e. contractor or business owner or architect, etc.) _____

PROJECT DESCRIPTION

Describe Proposed Project: _____
(i.e. New Residence, Addition, Detached Garage, Deck, Shed, Pool, Roof, Foundation Repair, etc.)

PLEASE REFER TO THE VILLAGE ZONING ORDINANCE TO ENSURE YOUR PROPOSED PROJECT IS IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS AND REGULATIONS.

ADDITIONAL REQUIRED INFORMATION

1) Plot Plan: A dimensioned or scaled plan containing, at a minimum, the following information is required:

- Dimensions of Lot
- Dimension of Existing and Proposed Structures (all structures 8" above grade)
- Proposed Structures Distance from Adjacent Property Lines (Include Waters Edge if applicable)
- Streets, Sidewalks, Driveways and Bodies of Water

2) Additional Permits May Be Required: Your project may require additional permits for soil erosion by the Oakland County Water Resources Commissioner or for structural, mechanical, electrical or plumbing work from Orion Township. Please refer to the Building Permit Instructions sheet in your packet to determine what you may need.

I, the undersigned, depose that the foregoing statements and drawings are true and correct to the best of my knowledge. I, the undersigned, hereby authorize the Village of Lake Orion or designated representative to enter the subject property in connection with this application, if necessary;

Signature of Property Owner: _____ Date: _____

Signature of Applicant/Contractor: _____ Date: _____

Village of Lake Orion Building Permit / Zoning Compliance Permit Worksheet

Reviewed by: _____ Date: _____ Parcel #: _____

Proof of Ownership Verified using: _____ Owner Signature(s): Yes / No

Building Plan Copies Included: _____ # of Plot Plan Copies Included _____ Cost of Improvement \$: _____

Lot Dimensions: _____ x _____ Area Sq. Ft. _____ Lot Shape: _____

Is Subject Property Adjacent to Different Zoning Districts? Yes / No If Yes, explain: _____

	Applicable?	Existing:	Proposed:	Regulations:	Compliant:
Maximum Lot Coverage		_____	_____	_____	Yes / No
Height of Structure		_____	_____	_____	Yes / No
Front (street) Yard Setback	N/A	_____	_____	_____	Yes / No
Water Front Setback	N/A	_____	_____	_____	Yes / No
Rear Yard Setback	N/A	_____	_____	_____	Yes / No
One Side Yard Setback	N/A	_____	_____	_____	Yes / No
Other Side Yard Setback	N/A	_____	_____	_____	Yes / No
Side Street Yard Setback	N/A	_____	_____	_____	Yes / No

Corner Lot Visibility - Unobstructed triangular as formed by the street property lines at a line connecting them at points 25 feet from the intersection of the street lines. Yes / No N/A

Driveway Visibility - Unobstructed area formed by the street lot line, the edge of the driveway and a line connecting them at points ten (10) feet from their intersection. Yes / No N/A

FOR RV Districts: Established Front Setback Setback A _____ + Setback B _____ = _____ ÷ 2 = _____ EFS

FOR COMMERCIAL PROPERTY: Has it had Prior Site Plan Approval? Yes / No If yes, date: _____

Has Property had prior BZA approvals? Yes / No If yes, date & result _____ Water Tap:

Easements: _____ Topographical Remarks: _____

Existing / New / Disconnect / N/A Sewer Tap: Existing / New / Disconnect / N/A

If Disconnecting Water or Sewer, please circle one: Temporary Permanent

Existing Structures Conforming: Yes / No N/A Proposed Structure Conforming: Yes / No N/A

If Structural Alterations to a Non-Conforming Structure:

TCV of Building Only \$ _____

Divide by 2 = \$ _____ (permitted improvement amount)

Amount of Proposed Improvement \$ _____

Difference \$ _____ (over / under permitted amount)

Does the Application meet the Regulations of the Ordinance? Yes / No

Building Permit Required? Yes / No SESC Permit or Exemption Attached? Yes / No N/A

Staked Survey or Additional Information Required: _____

Approval by: **Zoning Administrator** **BZA** **PC** **VC**

Remarks: _____



BUILDING PERMIT APPLICATION

Charter Township of Orion Building Department

2525 Joslyn Road, Lake Orion, MI 48360

Phone 248-391-0304 ext. 6000

I. LOCATION OF BUILDING

ADDRESS		ZIP CODE	
SUBDIVISION	LOT#	SIDWELL#	
ZONING	ESTIMATED COST OF CONSTRUCTION		\$
			SQUARE FOOTAGE

II. APPLICANT

<input type="radio"/> OWNER	<input type="radio"/> LESEE	<input type="radio"/> ARCHITECT	<input type="radio"/> ENGINEER	<input type="radio"/> CONTRACTOR
CONTACT			TELEPHONE NO.	

III. OWNER / LESSEE

NAME			TELEPHONE NO.	
ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS				FAX NO.

IV. ARCHITECT / ENGINEER

NAME			TELEPHONE NO.	
ADDRESS		CITY	STATE	ZIP CODE
LICENSE NUMBER			EXPIRATION DATE	
EMAIL ADDRESS				FAX NO.

V. CONTRACTOR

NAME			TELEPHONE NO.	
ADDRESS		CITY	STATE	ZIP CODE
BUILDERS LICENSE NUMBER			EXPIRATION DATE	
EMAIL ADDRESS				FAX NO.

VI. PROPOSED USE OF BUILDING

A. RESIDENTIAL				
<input type="radio"/> SINGLE FAMILY	<input type="radio"/> MULTI-FAMILY (NO. OF UNITS(____))	<input type="radio"/> ATTACHED GARAGE	<input type="radio"/> DETACHED ACCESSORY BLDG.	
<input type="radio"/> OTHER (SPECIFY) _____ (NEW RESIDENTIAL ONLY - NUMBER OF BEDROOMS ____ NUMBER OF BATHROOMS - FULL ____ PARTIAL ____)				
<input type="radio"/> HOMEOWNERS' ASSOCIATION AFFIDAVIT				
B. NON-RESIDENTIAL				
<input type="radio"/> COMMERCIAL	<input type="radio"/> INDUSTRIAL	<input type="radio"/> MEDICAL	<input type="radio"/> OFFICE / PROFESSIONAL	<input type="radio"/> STORE / MERCANTILE
<input type="radio"/> TOWER	<input type="radio"/> SIGN	<input type="radio"/> OTHER (SPECIFY) _____		

VII. PROJECT DESCRIPTION

VIII. TYPE OF PERMIT

<input type="radio"/> NEW BUILDING	<input type="radio"/> ALTERATION	<input type="radio"/> MOBILE HOME SET-UP	<input type="radio"/> OTHER SPECIFY _____
<input type="radio"/> ADDITION/ACCESSORY STRUCTURE	<input type="radio"/> REPAIR	<input type="radio"/> DECK	<input type="radio"/> FOUNDATION ONLY
<input type="radio"/> DETACHED ACCESSORY STRUCTURE	<input type="radio"/> DEMOLITION	<input type="radio"/> POOL	<input type="radio"/> IN GROUND <input type="radio"/> ABOVE GROUND

IX. ENVIRONMENTAL

A. PRINCIPAL TYPE OF SEWAGE DISPOSAL	
<input type="radio"/> PUBLIC	<input type="radio"/> SEPTIC SYSTEM
B. PRINCIPAL TYPE OF WATER SUPPLY	
<input type="radio"/> PUBLIC	<input type="radio"/> PRIVATE WELL

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

SECTION 23a OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.15239, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23a ARE SUBJECT TO CIVIL FINES.

SIGNATURE OF APPLICANT _____ **DATE** _____

PRINT NAME _____

OFFICE USE ONLY			
FEES		INFORMATION	
REGISTRATION	\$ _____	TYPE	_____
APPLICATION	\$ _____	USE GROUP	_____
PLAN REVIEW	\$ _____	SQUARE FOOTAGE	_____
PERMIT FEES	\$ _____	PROJECT #	_____
DIGITAL IMAGING	\$ _____		
ONLINE FEE	\$ _____		
TOTAL	\$ _____		

**COMMERCIAL (NEW/EXISTING) AND NEW RESIDENTIAL APPLICANTS
PLEASE CONTACT ORION TOWNSHIP PUBLIC WORKS FOR WATER AND SEWER FEES
248-391-0304 EXT. 7003
WATER/SEWER FEES MUST BE PAID PRIOR TO ISSUING YOUR BUILDING PERMIT**