

An aerial photograph of Traverse City, Michigan, showing a mix of residential buildings, commercial structures, and a marina. The image is overlaid with a semi-transparent pink filter. Large, bold, white text is centered over the image, reading: "COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY DEVELOPMENT AND CONSTRUCTION GUIDE".

COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY DEVELOPMENT AND CONSTRUCTION GUIDE

WHAT IS THIS GUIDE FOR?

This guide is intended for use by all Commercial, Industrial, and Multi-Family projects within the City of Traverse City.

You may find this guide useful if you intend to:

- Construct or alter a structure
- Construct an addition
- Demolish or move a structure
- Remodel the interior of a structure
- Make a change of occupancy

This guide will walk you through how to obtain the required permits before you can begin your project.

WHY DO I NEED A PERMIT?

Permits from the City of Traverse City are for land use and zoning. Zoning controls what sort of buildings can be built in a certain area.

Permits also ensure that local rules and regulations are being met.

The best part is that they're quick and easy to get.



1.

To begin the permit process, drop off a completed [Project Application Form](#) and 4 complete sets of site plans/building plans to the [City Planning Department](#) at the Governmental Center, 400 Boardman Avenue, Traverse City MI. The plans must be sealed by a licensed architect or engineer!

(THIS BUILDING)

2.

City Planning and City Engineering will determine what types of permits your project may need.

You could need up to 7 permits.



*If your project is located within the Grand Traverse Commons, please contact the Planning Department at (231) 922-4460 for additional development regulations.

WHICH PERMITS DO I NEED?

LAND USE PERMIT

This permit ensures that a project meets the regulations in the zoning code.

It is required for all projects.

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit makes sure your project won't negatively impact the environment.

It is required if your project is within 500 feet of a lake or stream, or will disturb more than 1 acre of land.

RIGHT-OF-WAY PERMIT

This permit allows you to work in a City right-of-way, i.e. streets, sidewalks, alleys.

It is required if your project will involve work in the right-of-way.

STORM-WATER RUNOFF CONTROL PERMIT

This permit helps manage the flow of storm-water.

It is required if you are altering the site.

FIRE MARSHALL REVIEW

The purpose of this review is to protect health and safety, and reduce the risk to life, limb, and property.

This two-step process includes a site plan approval and a fire code review (interior).

They are required for every project.

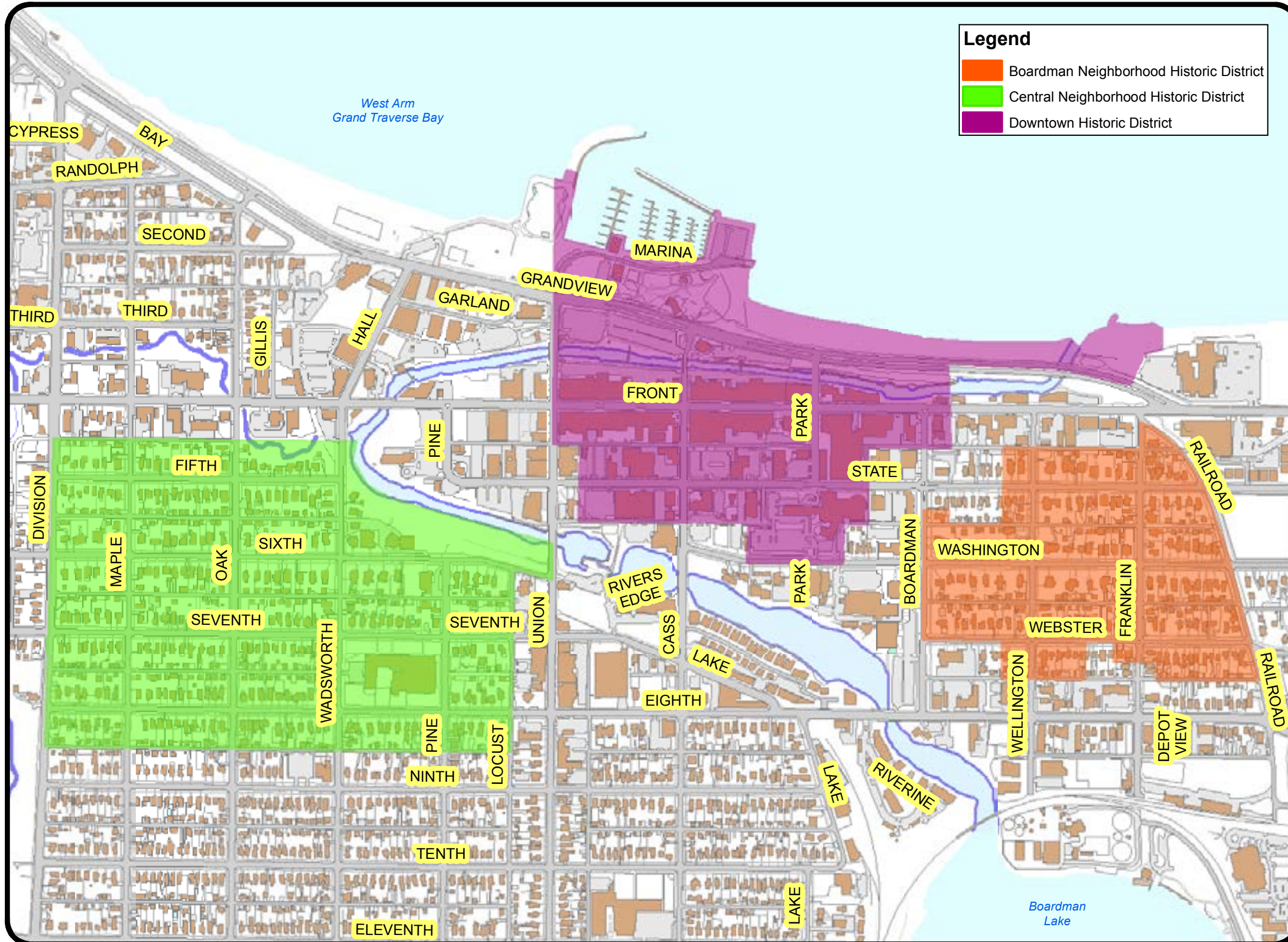
HISTORIC PRESERVATION PERMIT

This permit helps maintain the character of Traverse City's Historic Districts.

It is required if your project is located in one of [Traverse City's 3 Historic Districts](#).

The map can be found on the next page.





Legend

- Boardman Neighborhood Historic District
- Central Neighborhood Historic District
- Downtown Historic District

Traverse City Historic Districts

8-14-17
JPT



1 inch = 500 feet

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

3.

You're almost done. The final thing you'll have to do is pay for your permits.

Please see the next page for the prices of City permits.

4.

After you have the required permits, you will then need to submit 3 City-approved plans to the [Grand Traverse County Construction Code Office](#), located at 2650 Lafranier Road, Traverse City MI. (231) 995-6044

The County will issue the Building Permit.

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FEES

LAND USE PERMIT

Commercial, Industrial, Multi-Family: \$100.00

Commercial (interior only): \$50.00

Demolition: \$50.00

UTILITY SERVICES REVIEW

Issued with Land Use Permit

0 to 1/2 acre: \$35.00

1/2 to 1 acre: \$70.00

1 acre: \$105.00, plus \$35.00 for each additional acre

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

\$35.00

RIGHT-OF-WAY PERMIT

Non-excavating: \$50.00

Excavating: \$105.00

STORM-WATER RUNOFF CONTROL PERMIT

0 to 1/2 acre: \$35.00

1/2 to 1 acre: \$70.00

1 acre: \$105.00, plus \$35.00 for each additional acre

FIRE MARSHALL REVIEW

Site Plan Review: \$50.00

Fire Code Review (Interior) Fee Schedule

HISTORIC PRESERVATION PERMIT

\$0

However, all projects within a Historic District must be reviewed by the

Historic Districts Commission

If you have further questions, you can schedule an appointment with the Planning and Engineering Review Team. Contact the Planning Department at (231) 922-4460 to schedule an appointment.