



CONSTRUCTION HANDBOOK

A GUIDE FOR SINGLE AND TWO-FAMILY
RESIDENTIAL CONSTRUCTION INCLUDING NEW
STRUCTURES, BUILDING ADDITIONS, DECKS, AND
FENCES

February 6, 2018

I. HANDBOOK PURPOSE

This handbook is intended to assist anyone who wishes to:

- A. Construct an addition to an existing structure
- B. Construct a new structure
- C. Demolish or move a structure
- D. Install a fence

II. WHAT CITY OF PETOSKEY PERMITS ARE NEEDED?

YOU WILL NEED:

ZONING PERMIT

This permit ensures that a project meets the regulations in the zoning ordinance and is required for all projects and must be issued **before** any work commences.

YOU MAY NEED:

RIGHT-OF-WAY USE PERMIT

This permit allows you to work in a City right-of-way, including streets, sidewalks or alleys. If your project is on either US 31 or US 131, a permit from the Michigan Department of Transportation is required.

REQUIRED if your project will involve work in the right-of-way such as utility connections, new driveway openings, or other work in the public right-of-way. All such work must meet the City of Petoskey Construction Standards.

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit ensures that your project won't negatively impact our water resources.

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

FENCE PERMIT

REQUIRED for all new and replacement fences as placement regulations have changed.

III. WHAT IS THE PROCESS?

A. BUILDING ADDITION

An addition to an existing residential structure, including decks, will require a Zoning Permit Application to be completed. Once the Zoning Permit is issued, it will be sent to the Emmet County Building Department for issuance of necessary building permits and distributed to the Department of Public Works and Department of Public Safety.

B. NEW CONSTRUCTION

New construction, including accessory structures, will require a Zoning Permit and possibly a Right-of-Way Use Permit.

C. DEMOLISH OR MOVE A STRUCTURE

A Zoning Permit is required as well as a Right-of-Way use permit.

D. FENCES

A fence also requires a Fence Permit Application to be completed to ensure placement complies with the Zoning Ordinance.

IV. WHAT DO PERMITS COST?

Permit fees are annually evaluated and approved by City Council. The most current fees can be found here.

V. WHERE DO I GET A BUILDING PERMIT?

Once a Zoning Permit is approved, it will be sent to Emmet County Building Department for review and issuance of required building permits.

If you have further questions, you may request a meeting with the Development Review Team. Please contact the Office of City Planner at 231-347-2500.