



**DEPARTMENT OF
PLANNING & DEVELOPMENT**
CITY OF WALLED LAKE, MICHIGAN

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Permit Application Check List

1. Application must be completely filled out.
 2. Scope of work must be clearly identified.
 3. If a residential project 3 copies of plans must be submitted.
 4. If a commercial project 5 sets of Architecturally Sealed plans must be submitted.
 5. If the applicant is a licensed contractor or if this is a commercial project that requires a licensed contractor the following must be provided:
 - a) Copy of State License
 - b) Copy of Contractor license
 - c) Copy of License holders Driver's License
 - d) Copy of Liability Insurance Certificate
 6. If submitting a Building Permit for construction the following fees are due upon submittal.
 - a) Application fee
 - b) Plan review fee
 - c) If needed Contractor registration fee
 - d) Administration fee

After review, the complete permit fee will be assessed and paid prior to issuance of permit. Individual Mechanical, Plumbing and Electrical permits must be paid in full at time of application submittal.
 7. If the project involves a Building permit no additional permits (plumbing, electrical, mechanical) will be issued until the Building permit has been reviewed, approved and issued.
 8. Upon submittal if all required items noted are not provided the application will not be accepted. A full submittal is required.
- (Note items 3 and 4 apply to building permit applications)

Please review and initial that the required items are part of your application submittal.
