


Applying for a permit in EPIC-GT:

Once you are registered, at the home page, click on “Apply,” and then click on permit types under the “PERMITS” drop down tab that will appear on the left of the home page.

If you don’t see the specific permit type listed, then click on “ALL”

► *Welcome to EPIC-GT*

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Home

Dashboard

Apply ▼

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Help (?)

PERMITS

► Building (Commercial) - Accessory Structure


► Building (Commercial) - Alteration, Remodel, Repair


► Building (Commercial) - Build-Out

► Building (Commercial) - Demolition


► Building (Commercial) - Foundation Only

► All (73)






Click here to find out about certain events like holidays, County meetings and public hearings.



Pay Invoice

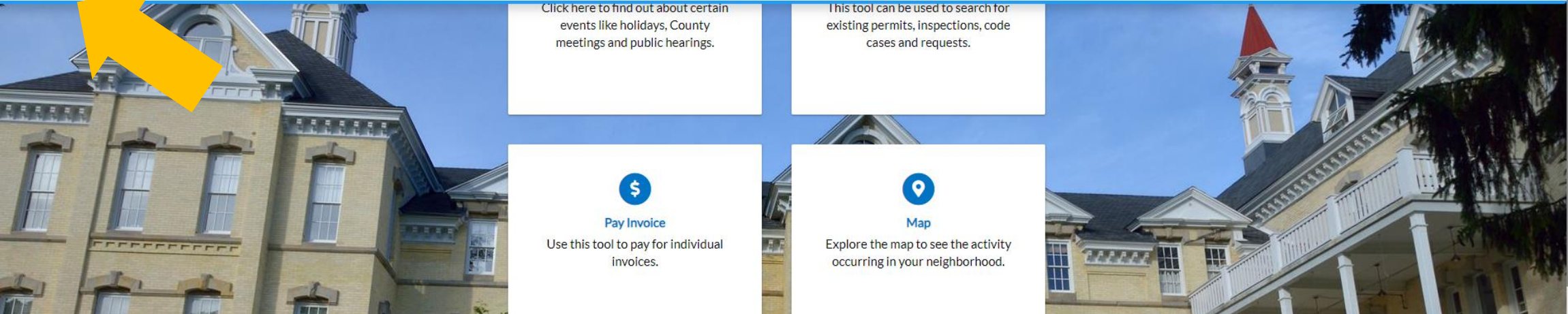
Use this tool to pay for individual invoices.

This tool can be used to search for existing permits, inspections, code cases and requests.



Map

Explore the map to see the activity occurring in your neighborhood.



You can either 1. search for application names under the “Application Assistant” bar, or 2. scroll through a list of permit types, find the one you are looking for and then click apply.

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1

Application Assistant

🔍

All

Trending

My History

PERMITS

[Show Categories](#) [Show My Templates](#)

Building (Commercial) - Accessory Structure

Category Name: Construction CodeDescription: Building (Commercial) - Accessory Structure

Apply

Building (Commercial) - Alteration, Remodel, Repair

Category Name: Construction CodeDescription: Building (Commercial) - Alteration, Remodel, Repair

Apply

Building (Commercial) - Build-Out

Category Name: Construction CodeDescription: Building (Commercial) - Build-Out

Apply

Building (Commercial) - Demolition

Category Name: Construction CodeDescription: Building (Commercial) - Demolition

Apply

Building (Commercial) - Foundation Only

Category Name: Construction CodeDescription: Building (Commercial) - Foundation Only

Apply

2

Once you select the permit type, you then will need to add the location of the project. Click on the plus sign to add a location.

Apply for Permit - Building (Commercial) - Accessory Structure

*REQUIRED



LOCATIONS

The button below asks for the Project Location, once you have that entered, if your Billing/Mailing Address is different from the project location, please make sure to add your Billing/Mailing Address below, as well.

Location ▼

Add Location

+

REQUIRED

Create Template

Save Draft

Next

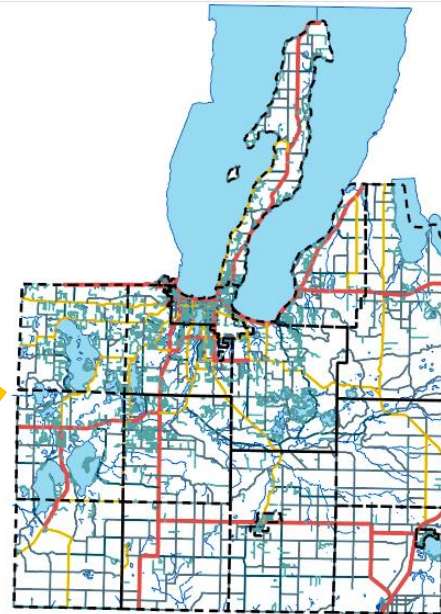
The next step is to add an address to the location. You can either 1. search by using the GIS map or 2. enter the address manually by typing it the box to the left.

Add Address As Location ▾

[◀ Back to Application](#)

[SEARCH](#) [ENTER MANUALLY](#)


400 Boardman





After selecting the appropriate address for the location site, 1. click the blue box and the left and then 2. click on “Apply.”

The screenshot displays the EPIC-GT web application interface. At the top, a navigation bar includes links for Home, Dashboard, Apply, 311 Reporting, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and Help. The user is logged in as Chris Forsyth. Below the navigation bar, the 'Add Address As' dropdown is set to 'Location'. The 'SEARCH' tab is active, showing a list of search results for '400 BOARDMAN AVE TRAVERSE CITY MI 49684'. A yellow arrow labeled '1' points to the first result, and another yellow arrow labeled '2' points to the 'Apply' button next to it. A map on the right shows the location of the address. The footer contains contact information for Grand Traverse County.

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Add Address As Location ▼ [Back to Application](#)

SEARCH ENTER MANUALLY

400 BOARDMAN AVE TRAVERS  

☒ [Apply](#)

☒ 400 BOARDMAN AVE TRAVERSE CITY MI 49684
Parcel: 51-794-121-03
Owner: GRAND TRAVERSE C

400 BOARDMAN AVE TRAVERSE CITY MI 49684  
Parcel: 51-794-121-03
Owner: GRAND TRAVERSE COUNTY
 Zoom to  Add

Contact Us @ Grand Traverse County | Governmental Center | 400 Boardman Avenue | Traverse City, Michigan 49684 | Phone: 231-922-4700

The next step is to add a billing address. 1. click on “Billing” from the “Add Address As” box, 2. check the box, and 3. click on “Apply.”

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Add Address As Billing ▼ [Back to Application](#)

SEARCH ENTER MANUALLY

2650 LAFRANIER RD TRAVERSE X 🔍

✓ Apply

2650 LAFRANIER RD TRAVERSE CITY MI 49686

✓ Parcel: 05-023-013-00
Owner: GRAND TRAVERSE AUTHORITY

2650 LAFRANIER RD TRAVERSE CITY MI 49686

Parcel: 05-023-013-00
Owner: GRAND TRAVERSE CO BLDG AUTHORITY

🔍 Zoom to + Add

+ -

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[Home](#) | [Contact Us](#)

Once location information is provided, you then have to provide permit details including the type, description of the project and a valuation.

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Apply for Permit - Building (Commercial) - Accessory Structure

*REQUIRED



PERMIT DETAILS

Please verify your permit type before proceeding. You will NOT be able to change it beyond this point.

* Permit Type	<input data-bbox="919 868 1200 901" type="text" value="Building (Commercial) - Accessory St"/>
* Description	<input data-bbox="919 922 1200 1039" type="text" value="5000 Square Feet Pole Barn"/>
* Valuation	<input data-bbox="919 1061 1200 1092" type="text" value="50000"/>

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If you are not the only one performing the work, please provide an additional contact, which can be done by clicking on the plus sign.

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Apply for Permit - Building (Commercial) - Accessory Structure

*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Review and Submit

CONTACTS

Please make sure to identify all pertinent contacts for this project. Please note this may cause you to enter the same contact more than once. You as the applicant will be added automatically. The owner of the property is also a required contact.

Applicant



Chris Forsyth (You)
Griffin Builders

Applicant ▼

Add
Contact



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More information may be needed if you are completing certain work in the Townships. If information is not needed, you can move onto the next step.

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Apply for Permit - Building (Commercial) - Accessory Structure

*REQUIRED



MORE INFO

Building Application Info.

[Next Section](#) | [Top](#) | [Main Menu](#)

Type of Improvement

- | | |
|--------------------------|-------------------|
| <input type="checkbox"/> | Addition |
| <input type="checkbox"/> | Alteration |
| <input type="checkbox"/> | Carport |
| <input type="checkbox"/> | Foundation Only |
| <input type="checkbox"/> | Mobile HomeSet-up |
| <input type="checkbox"/> | New Building |
| <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Pole Barcn |
| <input type="checkbox"/> | Premanufacture |
| <input type="checkbox"/> | Relocation |
| <input type="checkbox"/> | Repair |
| <input type="checkbox"/> | Shed (>200 SF) |
| <input type="checkbox"/> | Wrecking |

This is where you would include a site plan, building plans, and other plans or documents related to the permit being requested. Just click on the plus sign or you can also drag files into the blue box.

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Home Dashboard Apply ▾ 311 Reporting View ▾ Map Fee Estimator Pay Invoices Search 🔍 Calendar ⓘ Help (?)

Apply for Permit - Building (Commercial) - Accessory Structure *REQUIRED

✓

✓

✓

✓

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Locations Type Contacts More Info Attachments Review and Submit

Attachments

BEFORE PROCEEDING - If you have not already scanned/saved your document, please scan/save it. If scanning at the kiosk in the Building and Planning Department, once you have scanned, you will be prompted to save your document, please make sure you name your document so when attaching you will be able to locate it in the directory.

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

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Create Template

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This is when you complete your review and then submit your application to staff for review and approval.

Apply for Permit - Building (Commercial) - Accessory Structure

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

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Review and Submit

Submit

Locations

Location	400 BOARDMAN AVE TRAVERSE CITY 49684 MI
Parcel Number	51-794-121-03
Location	2650 LAFRANIER RD TRAVERSE CITY 49686 MI
Parcel Number	05-023-013-00
Location	400 BOARDMAN AVE TRAVERSE CITY 49684 MI
Billing	2650 LAFRANIER RD TRAVERSE CITY 49686 MI

Basic Info

Type	Building (Commercial) - Accessory Structure
Description	5000 Square Feet Pole Barn
Valuation	50000