

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

and Traverse County • Electronic Permitting & Inspections Center

Home

Dashboard

Apply ▾

311 Reporting

View ▾

Map

Fee Estimator

Pay Invoices

Search 

Calendar  0

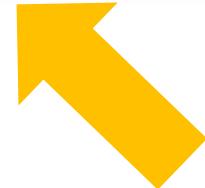
Help (?)

Good Morning, Chris Forsyth ▾



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.

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



Pay Invoice

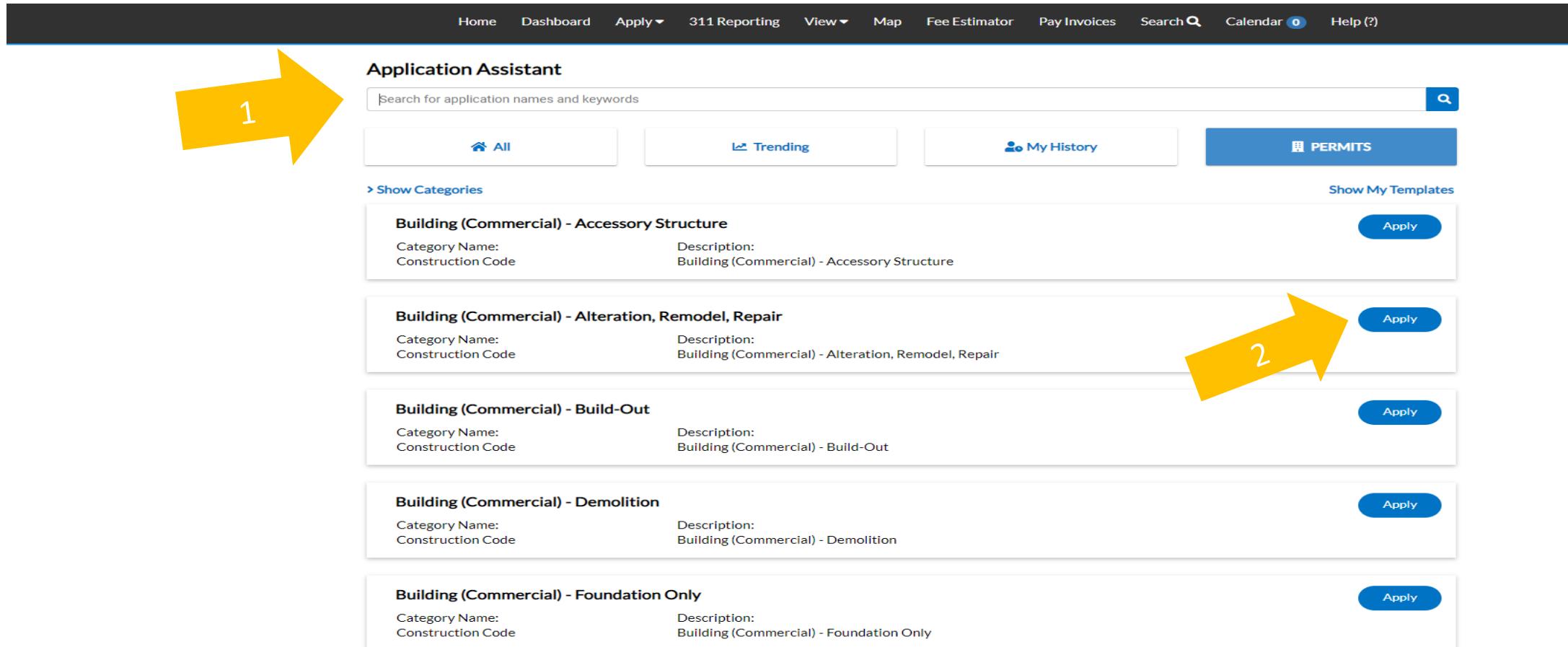
Use this tool to pay for individual invoices.



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.



The screenshot shows the Application Assistant interface. At the top, there is a navigation bar with links: Home, Dashboard, Apply (with a dropdown arrow), 311 Reporting, View (with a dropdown arrow), Map, Fee Estimator, Pay Invoices, Search (with a magnifying glass icon), Calendar (with a blue circle icon), and Help (?). Below the navigation bar is a search bar labeled "Search for application names and keywords" with a magnifying glass icon. There are three buttons: "All", "Trending", and "My History". A large blue button labeled "PERMITS" is prominent. To the right of the search bar is a "Show My Templates" link. Below the search bar, there is a "Show Categories" link. The main content area displays five categories of permits:

- Building (Commercial) - Accessory Structure**
Category Name: Construction Code Description: Building (Commercial) - Accessory Structure Apply
- Building (Commercial) - Alteration, Remodel, Repair**
Category Name: Construction Code Description: Building (Commercial) - Alteration, Remodel, Repair Apply
- Building (Commercial) - Build-Out**
Category Name: Construction Code Description: Building (Commercial) - Build-Out Apply
- Building (Commercial) - Demolition**
Category Name: Construction Code Description: Building (Commercial) - Demolition Apply
- Building (Commercial) - Foundation Only**
Category Name: Construction Code Description: Building (Commercial) - Foundation Only Apply

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.

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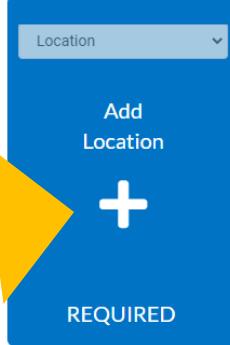
Home Dashboard Apply 311 Reporting View Map Fee Estimator Pay Invoices Search Calendar 0 Help (?)

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

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

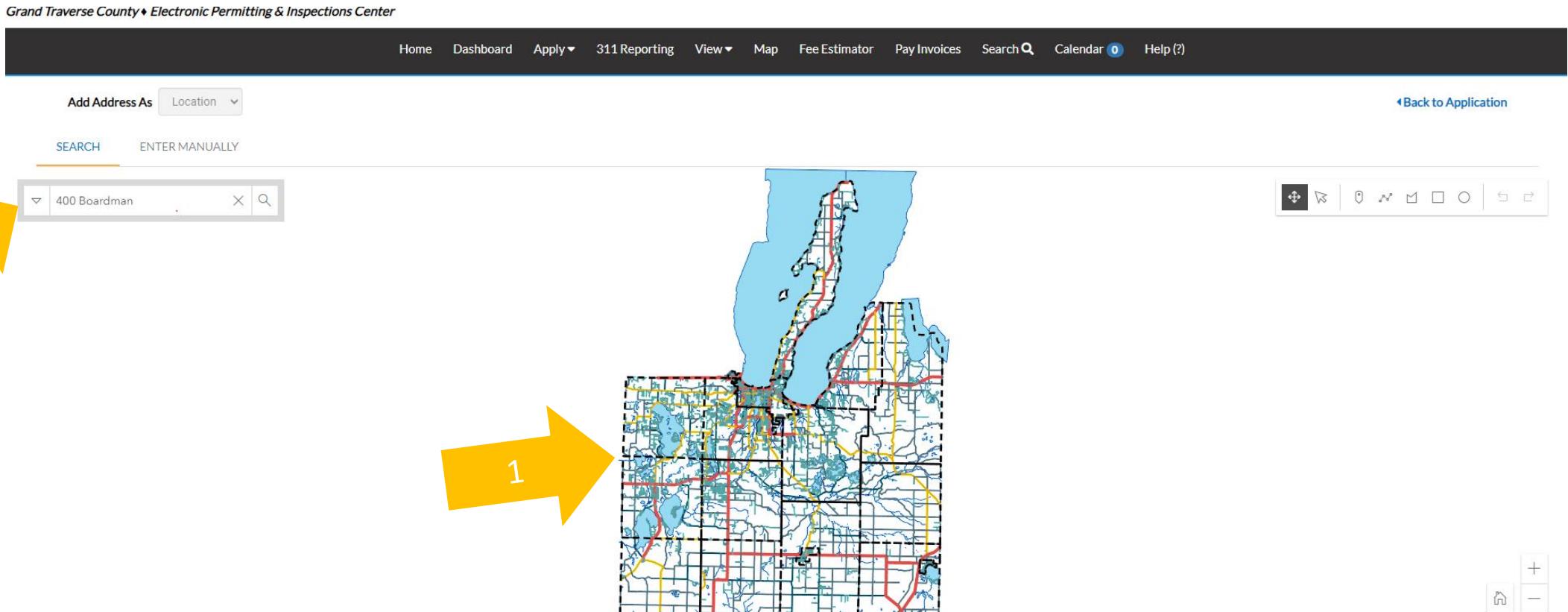
LOCATIONS

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.

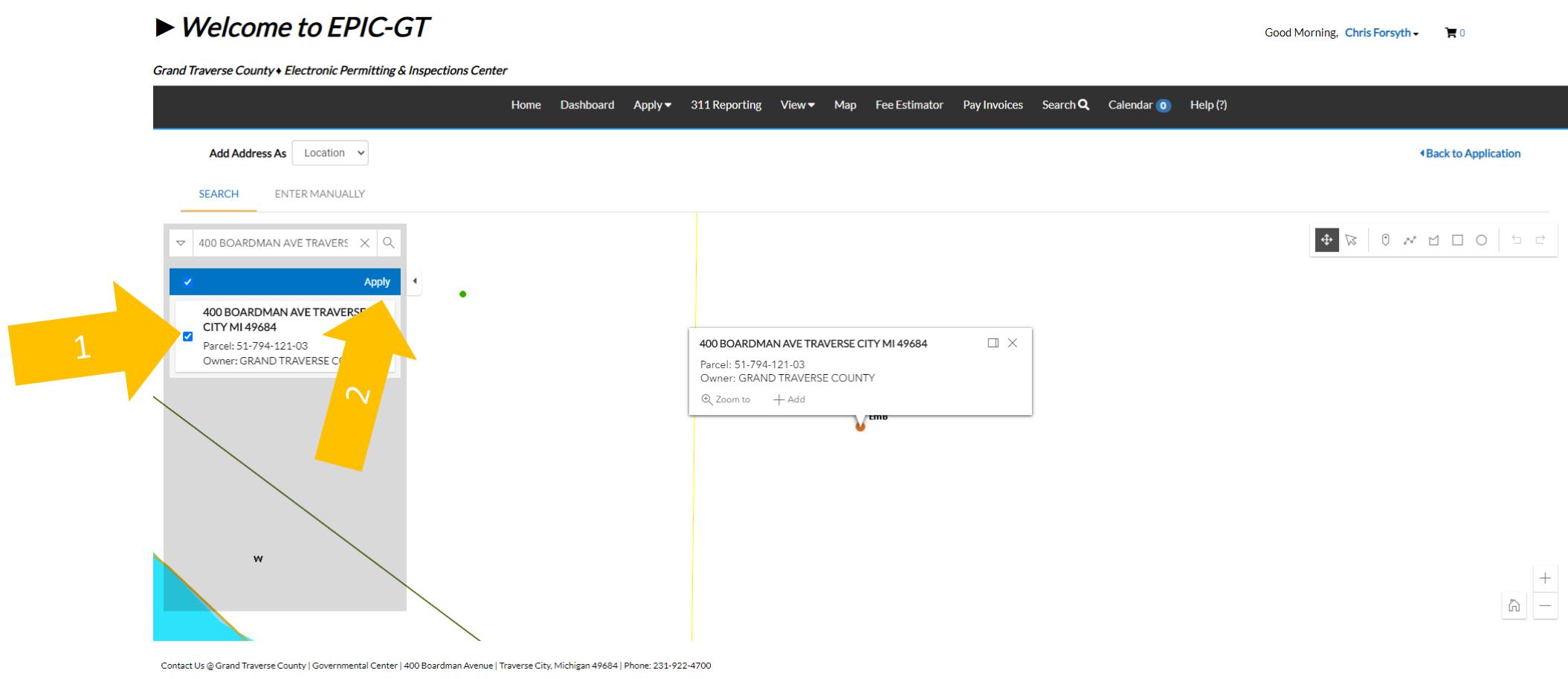
A blue callout box with a white background and a white border. It contains a dropdown menu labeled "Location", a "Add Location" button with a plus sign, and the word "REQUIRED" at the bottom. A large yellow arrow points to this box.

[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.



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



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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Home Dashboard Apply ▾ 311 Reporting View ▾ Map Fee Estimator Pay Invoices Search  Calendar 0 Help (?)

1

2

3

SEARCH ENTER MANUALLY

2650 LAFRANIER RD TRAVERSE CITY MI 49686

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

Apply

2650 LAFRANIER RD TRAVERSE CITY MI 49686

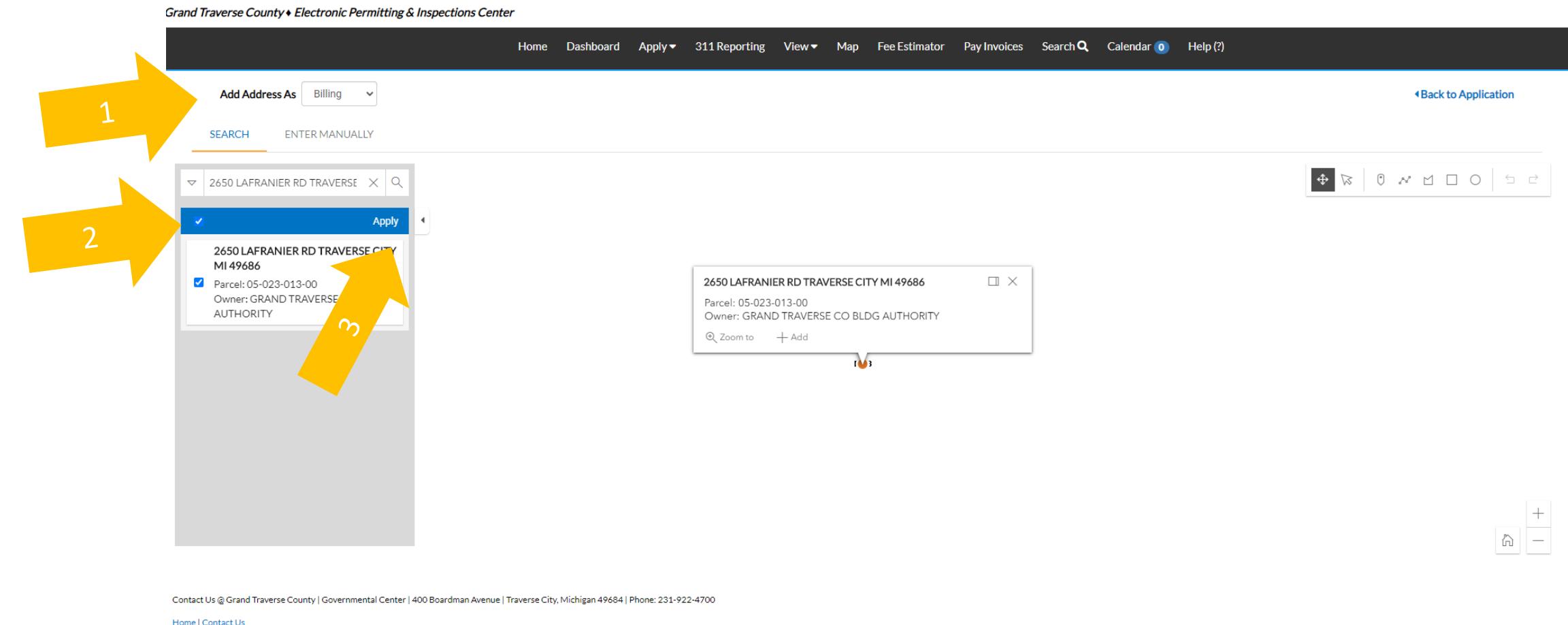
Parcel: 05-023-013-00
Owner: GRAND TRAVERSE CO BLDG AUTHORITY

Zoom to + Add

Back to Application

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

[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

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

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

* Permit Type: Building (Commercial) - Accessory St

* Description: 5000 Square Feet Pole Barn

* Valuation: 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

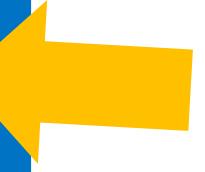
1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

CONTACTS

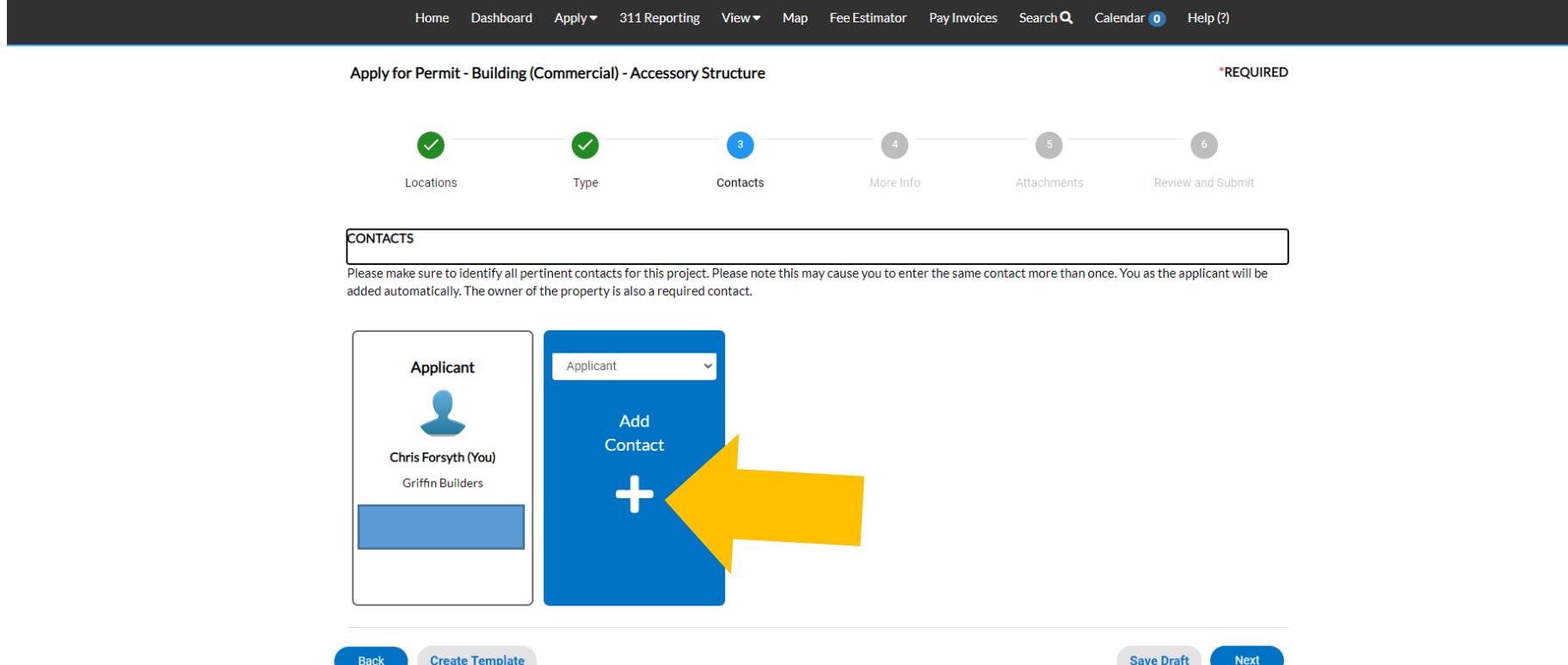
Please make sure to identify all pertinent contacts for this project. Please note this may cause you to enter the same contact more than once. You as the applicant will be added automatically. The owner of the property is also a required contact.

Applicant
Chris Forsyth (You)
Griffin Builders

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.

► **Welcome to EPIC-GT**

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Home Dashboard Apply ▾ 311 Reporting View ▾ Map Fee Estimator Pay Invoices Search ▾ Calendar 0 Help (?)

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

Locations Type Contacts More Info Attachments Review and Submit

MORE INFO

Building Application Info.

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 Barn
<input type="checkbox"/>	Premanufacture
<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Repair
<input type="checkbox"/>	Shed (>200 SF)
<input type="checkbox"/>	Unco

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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

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, dwf, dwfx

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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 Review and Submit (6)

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