

## Permit Instructions:

Our office covers the following townships:

Acme Township

East Bay Township

Elmwood Township— both Greilickville and Timberlee

Garfield Township

Peninsula Township

We do not cover inside the City of Traverse City limits or Blair Township, the Village of Fife Lake, or the Village of Kingsley.

Residential – please fill out and submit page one.  
(Apartments fall under the “all others” category.)

All others – please fill out and submit page one and page two.

For these applications we need:

**Floor plan with dimensions**-outside walls to outside walls. The areas inside the building need measurements and to be labeled to match the application.

Special note: floor plans are not needed for apartment buildings.

**Utility Plan** showing proposed sewer and water connections

**Site plan**-sewer and water

**Demo plan** if applicable

The DPW MUST witness ALL connections to the sewer and water mains.  
Please call at least 24 hours ahead to schedule a day and time.

The excavator that will be making the connections must be registered with us and have a current surety bond on file before we can schedule an appointment.