

**CHARTER TOWNSHIP OF BRIGHTON
REQUIREMENTS FOR A COMMERCIAL BUILDING REVIEW**

Please review the following preliminary requirements and make sure you have all the required documents/permits available when you make application for your building permit.

**ALLOW 10 BUSINESS DAYS FOR THE REVIEW AND PROCESS OF YOUR
PERMIT APPLICATION (You will be called upon approval)**

- **The Planning Commission review/approval of the proposed site plan. This is required for all new commercial structures and additions to existing buildings.**
- **Application must be made to Livingston County Environmental Health Department for an approved waiver for your well and drain field (unless you will be connecting to the new sewer system):**

**2300 East Grand River (corner of Chilson) Howell, Mi
517-546-9858**

- **Application must be made to the Livingston County Road Commission for an approved permit for your driveway approach if the structure is located on a dedicated county road. Obtain from:**

**3535 Grand Oaks Drive (1 mile before Chilson on your left)
517-546-4250**

- **Application must be made to the Livingston County Drain Commission (same building as environmental health) for an approved soil erosion waiver:**

**2300 East Grand River (corner of Chilson)
517-546-0040**

Please be advised that if your proposed structure is located adjacent to wetlands, a lake, stream or any water's edge....you will be required by this department to have a review of your site plan for compliance with the township's Wetland Ordinance (chapter 22). In addition, a review by the County Drain Commission should be applied for once you been given a grading permit by this department.

- **Proof of ownership...a deed or title must be provided. If an agent is representing the developer, they must submit a written consent letter signed by the owner and a land contract must have the consent of the seller.**
- **Four (4) complete sets of blue prints, signed and sealed by the licensed architect are required for review.**

- **The cost of your permit will be based on the value of your construction. This is not all inclusive, electrical, plumbing and mechanical requires separate permits. The fee for each of these will vary depending on the work being done.**
- **This department will issue an address when the building permit is secured, not before.**
- **All required inspections must be done and approved prior to issuance of the Certificate of Occupancy. This includes a signed & dated waiver from the County. No building can be occupied without a legal C of O.**
- **If the need for a preliminary meeting is necessary, you can make arrangements in advance by contacting the Building Official, at 810-229-0562.**

Note: Tenant spaces and signs require approvals & separate permits.