



## Village of Lake Orion

21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

### **HOW TO APPLY FOR A BUILDING PERMIT**

#### **REVIEW AND APPROVAL PROCESS**

The following outlines the steps required to obtain a residential or non-residential building permit.

- A. Submit all required documents and fees (*listed below*) to the Village Zoning Coordinator.
- B. Application will be reviewed and a Village Zoning Compliance Permit will be issued for an application meeting all requirements of the Village Zoning Ordinance.
- C. Those applications receiving a Village Zoning Compliance permit will have their Township building permit application transmitted by Village staff to the Orion Township Building Department.
- D. The Orion Township Building Department staff will contact you with any questions. When your application meets all applicable code requirements Orion Township will contact you stating your approved permit is available for pick up at Township Hall and with the amount due for review/inspection fees.
- E. Please display your approved permits in a prominent location visible from the street.

#### **REQUIRED DOCUMENTS**

The following lists all documents required for a complete submittal of a building permit application.

#### ***Failure to submit all required documents WILL DELAY processing your application.***

1. **Completed Village of Lake Orion Zoning Compliance Permit Application.** (*Must be signed by Property Owner*)
2. **Proof of Ownership of Property.** (*Required if different than current Tax Roll*)
3. **Detailed plot plan.** (*Two (2) copies of a plot plan or survey showing dimensions of the lot, existing structures, proposed structures, dimensions of all structures from the property lines and water's edge, streets, drives, sidewalks, bodies of water and easements.*)
4. **Village fees for zoning compliance review.**
5. **Completed Orion Township Building Permit Application.**
6. **Detailed construction plans.** (*Three (3) copies for Residential – Four (4) copies for Non-residential*)
7. **Copy of Oakland County Soil Erosion Permit or Letter of Exemption.** (*if applicable*)
8. **Valid contractor license.** (*if applicable*)
9. **Digital copies of all documents.** (*For any documents larger than 11 in. x 17 in.*)



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### **REVIEW TIME AND WHERE TO OBTAIN APPLICATIONS**

The time required for Village of Lake Orion and Orion Township to review building permit applications varies depending upon the number of applications received prior to your submission. Be sure to provide sufficient information and allow sufficient time for review.

The Village Zoning Ordinance and all Village permit application packets are available at the Village of Lake Orion office Monday through Friday from 9:00am to 4:30pm. They are also available online at [www.lakeorion.org](http://www.lakeorion.org).

**It is highly recommended that you review your project with the Village Planning and Zoning Department prior to submittal. Please contact the Village Zoning Coordinator with any questions at (248) 693-8391 extension 107.**