2017 Guide to Permitting and Zoning
Charlevoix County

Created and Produced by:
Networks Northwest, Northern Lakes Economic Alliance & Charlevoix County Planning Department
# 2017 Charlevoix County Guide to Permitting and Zoning

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SECTION I – General Information
Introduction & Purpose

In the construction industry time is money and delays associated with permitting and approvals add to the cost of projects. The permitting and zoning process can be cumbersome, frustrating and time consuming for those not familiar with the road map and nuances of the processes for each municipality and governmental agency. The creation of the Guide to Permitting and Zoning (Guide) for Charlevoix County is the result and collaboration of stakeholders in Northwest Lower Michigan to assist individuals and businesses involved with construction and development projects.

The primary goals of the Guide are to both act as a quick reference as well as educate individuals, seasoned contractors, and developers with the know-how needed to access critical information in the approval process prior to applying for permits or undertaking a project within a county or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permit agent of the various agencies prior to beginning a project.

The Guide is not intended to be a “Do-It-Yourself” tool. Each project is different and following the flowcharts included in the Guide does not guarantee that a permit or approval will be issued at the end of the process. Applicants and Contractors are encouraged to seek the assistance of local professionals who have experience in dealing with the requirements of permits and approvals.

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sector, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen’s Guide to Planning & Zoning, which can be found at: www.nwm.org/citizensguide-planning
Northwest Michigan Regional Prosperity Plan

The Framework for Our Future: A Regional Prosperity Plan for Northwest Michigan is a regional resource for communities working to meet local goals. The Framework was developed, with participation from a broad range of community leaders, stakeholders, and the public, as part of Michigan’s Regional Prosperity Initiative. It includes a wealth of information and tools that all parts of the community – the public, community leaders, businesses, nonprofits, public agencies, and statewide stakeholders – can use to supplement their local deliberation, planning, and decision-making processes.

The Framework is a starting point for community discussions and action around important community development issues. While it does not, and cannot, comprehensively address the enormous breadth of community data and issues associated with these issues, ongoing community participation, deliberation, and action will help to make this document a valuable resource that can support community planning and action over the long term.
Related Links:

Networks Northwest
www.nwm.org/

Northwest Michigan Regional Prosperity Plan
http://nwm.org/rpp

New Designs for Growth Development Guidebook
www.newdesignsforgrowth.com/pages/guidebook/introduction/

www.nwm.org/citizensguide-planning
How to Use This Guide

Flowchart Legend

The flowchart legend is provided to understand the color coding of flowcharts that may be contained under a specific unit of government’s listing in this guide. It also provides generic examples of the types of steps that may be contained in various land use permit processes. However, it is not intended to represent a specific unit of government’s permitting process. If the specific unit of government you are interested in does not contain a permitting process flowchart, please contact the zoning administrator for specific application process information.

*NOTE – The flowcharts included in this guide are for educational purposes on the general process (i.e. permitted uses) and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
As you can see from the zoning map shown above, there are 3 incorporated cities and 15 townships that are zoned in Charlevoix County and one village that has no zoning.
**Charlevoix County Requirements for Entire County**

There are a few requirements that affect building/development activities in all areas of the County, regardless of zoning.

- If earth disturbing activities take place within 500 feet from a lake, river or when the disturbance is one acre or greater, developers have to get a soil erosion permit from the County’s Soil Erosion Officer (see page 53).

- A permit to install a driveway or to do other earth disturbing activities in the road right-of-way must be obtained from the County Road Commission (see page 55).

- Contact the Michigan Department of Environmental Quality (DEQ) for permits required when building or developing near wetlands, inland lakes and streams and along Great Lakes shorelines. The contact for Charlevoix County is Roxanne Merrick. Telephone: 989.705.3442. The DEQ contact for permits required when building or developing in sand dunes or flood plains is Susan Conradson. Telephone: 231.876.4443.

- Contact the Health Department of Northwest Michigan for information regarding permits needed for items such as installing water wells, septic systems, serving food to the public, opening a public pool or spa, running a body art facility or a public campground (see page 54).
SECTION II – Township Permitting & Zoning Process
This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Bay Township Map
**Boyne Valley Township**

| Township Office                  | 2489 Railroad Street  
|                                 | P.O. Box 191  
|                                 | Boyne Falls, Michigan 49713 |
|                                 | 231.549.3130 phone |
|                                 | 231.549.3143 fax |
|                                 | bvt@core.com |

| Website                          | http://boynevalleytwp.org/ |

| Supervisor                       | Sue Hobbs  
|                                 | 231.549.3130 phone |
|                                 | bvtsupervisor@centurytel.net |

| Assessor                         | Kevin Keller  
|                                 | P.O. Box 191  
|                                 | Boyne Falls Michigan 49713  
|                                 | 231.818.0006 phone |
|                                 | keller.kevin@gmail.com |

| Zoning Administrator             | Sue Hobbs  
|                                 | 231.582.9231 phone |

**Documents:**

- Zoning Ordinance-  
  [http://www.boynevalleytwp.org/ZO%20adopted%20including%20map%202017.pdf](http://www.boynevalleytwp.org/ZO%20adopted%20including%20map%202017.pdf)

- Zoning Application-  
  [http://boynevalleytwp.org/Zoning/zoning_permit_application_2.pdf](http://boynevalleytwp.org/Zoning/zoning_permit_application_2.pdf)

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Boyne Valley Township Map
Chandler Township

Township Office
07620 Chandler Hill Road
Boyne Falls, Michigan 49713
231.582.3594 phone/fax

Website
http://www.chandlertownship.org/

Supervisor/Zoning Administrator
Dennis Howard
01425 Walton Road
Boyne Falls, Michigan 49713
231.675.3315 phone
dhoward5599@yahoo.com

Assessor
Steve Migda
3515 Maxwell Road
Petoskey, MI 49770
231.347.0785

Documents:
Zoning Ordinance-

Applications and Forms-
Zoning Variance-

Zoning Action-

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Chandler Township Map
**Charlevoix Township**

Township Office 12491 Waller Road
Charlevoix, Michigan 49720
231.547.4611 phone
231.547.3579 fax
charclerk@chartwp.com


Supervisor Chuck Center
12491 Waller Rd
Charlevoix Michigan 49720
231.547.4611 phone
charsupervisor@chartwp.com

Assessor Robert Englebrecht
231.883.4141 phone
renglebrecht@gmail.com

Zoning Administrator Robert Rajewski
14590 Park Ave.
Charlevoix Michigan 49720
231.547.5364 phone

Documents:


Applications and Forms-


Zoning Board of Appeals- [http://www.charlevoixtownship.com/docs/zoningboardofappealsapp.pdf](http://www.charlevoixtownship.com/docs/zoningboardofappealsapp.pdf)

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Charlevoix Township Map
Evangeline Township

Township Office
02746 Wildwood Harbor Road
P.O. Box 396
Boyne City, Michigan 49712

Website
http://evangelinetwp.org/

Supervisor
James Howell
231.838.0036 phone
howellj@charter.net

Assessor
Allen Enciso
P.O Box 936
Petoskey, Michigan 49770
231.838.2988 phone

Zoning Administrator / Planner
Patrick Kilkenny
319 N. Lake Street
Boyne City, Michigan 49712
231.582.0337 phone
pkilkenny@boynecity.com

Documents:

Zoning Ordinance-

Application and Forms-
http://www.evangelinetwp.org/government/planning_and_zoning/zoning_ordinance_and_planning_applications.php#revize_document_center_rz72

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Evangeline Township Map
Eveline Township

Township Office
08525 Ferry Road
East Jordan, Michigan 49727

Website
https://www.evelinetownship.org/

Supervisor
John E. Vrondran
00551 Snyder Road
Boyne City, Michigan 49712
231.582.1000 phone
231.582.1000 fax
jvrondran@hotmail.com

Assessor
Joe Lavender
350 So. Huron
Cheboygan, MI 49721
231.420.8420 phone
upnorthassessor@gmail.com

Zoning Administrator
Barry Wood
11111 Roberts Road
Charlevoix, Michigan 49720
231.675.6125 phone
irontonbear@charter.net

Documents:

Zoning Ordinance-
https://www.evelinetownship.org/zoning-ordinancesmaps--other-ordinance

Applications and Forms-
https://www.evelinetownship.org/township-forms

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Eveline Township Map
### Hayes Township

**Township Office**  
09195 Old US 31 North  
231.547.6961 phone  
231.237.0046 fax  

**Website**  

**Supervisor**  
Ron Vanzee  
231.547.6961 phone (Twp. Hall)  
[supervisor@hayestownshipmi.gov](mailto:supervisor@hayestownshipmi.gov)

**Assessor**  
Anne Kantola  
231.547.6961 phone (Twp. Hall)  
231.547.5540 home phone  
[assessor@hayestownshipmi.gov](mailto:assessor@hayestownshipmi.gov)

**Zoning Administrator**  
Larry Sullivan  
231.497.9360 phone  
[zoning@hayestownshipmi.gov](mailto:zoning@hayestownshipmi.gov)  
Mondays 8:00 a.m. – Noon & Wednesdays Noon – 4:00 p.m.

**Documents:**

- **Zoning Ordinance:**  

- **Applications and Forms:**  

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Hayes Township Map
**Hudson Township**

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Office</td>
<td>07865 Reynolds Road&lt;br&gt;Elmira, Michigan 49730</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>08755 Huffman Lake Road&lt;br&gt;Elmira, Michigan 49730&lt;br&gt;231.549.2646 phone&lt;br&gt;231.549.2646 fax</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.hudsontownship.org/">www.hudsontownship.org/</a></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Terrence L. Erber&lt;br&gt;04856 Kuzmik Road&lt;br&gt;Elmira, Michigan 49730&lt;br&gt;231.549.2624 phone</td>
</tr>
<tr>
<td>Assessor</td>
<td>Anna Wasylewski&lt;br&gt;08755 Huffman Lake Road&lt;br&gt;Elmira, MI 49730&lt;br&gt;231.549.3019 phone</td>
</tr>
<tr>
<td>Zoning Administrator</td>
<td>Frank D. Wasylewski&lt;br&gt;(Acting Zoning Administrator: Updated June 2017)&lt;br&gt;231.549.3019</td>
</tr>
</tbody>
</table>

Documents:


Applications and Forms:


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Hudson Township Map
Marion Township

Township Office
03735 Marion Center Road
Charlevoix, Michigan 49720

Website

Supervisor
Martin Blackledge
642 20 Mile Road
Marion, MI 49665
231.743.2797 phone

Assessor
Brian Hoekema
16329 10th Avenue
Marion, MI 49665
616.318.0521 phone
mariontownshipassessor@gmail.com

Zoning Administrator
Annette McNamara
za@mariontownship.com

Documents:
Zoning Ordinance-
Applications and Forms-

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Marion Township Map
Melrose Township

Township Office  04289 M75 North
                PO Box 189
                Walloon Lake 49796
                melrosetwp@charter.net

Website  http://www.melrosetwp.org/

Supervisor  Vern Goodwin

Assessor  Steve Migda
          3516 Maxwell
          Petoskey, Michigan  49770
          231.347.0785 phone

Zoning Administrator/Planner  Randy Frykberg
                              1249 Lake Shore Drive
                              Boyne City, Michigan  49712
                              231.330.1249 cell
                              231.582.0227 fax
                              frykberg@charter.net

Documents:

Zoning Ordinance-

Applications and Forms-
http://www.melrosetwp.org/government_services/zoning_documents.php

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Melrose Township Map
Norwood Township

Township Office
19759 Lake Street (Village of Norwood)
P.O. Box 113
Charlevoix, Michigan 49720

Website
http://www.norwoodtwp.org/index.php

Supervisor/Deputy Zoning Administrator
Frank Hamilton
2161 US 31 S
Charlevoix, Michigan 49720
231.675.5440 phone
norwoodsupervisor@yahoo.com

Assessor
Robert Englebrecht
PO Box 871
Bellaire, MI 49615
231.833.4141 phone
renglebrecht@gmail.com

Zoning Administrator
Bob Dutcher
10867 Lakeshore Drive
Charlevoix, Michigan 49720
517.881.5808 phone
norwoodzoningadm@gmail.com

Documents:
Zoning Ordinance-
http://www.norwoodtwp.org/government/norwood_township_planning_and_zoning/zoning_ordinance_by_section.php#.WTlJ8-vyuUk

Applications and Forms-
http://www.norwoodtwp.org/government/norwood_township_planning_and_zoning/permit_applications.php#.WTIKKuyuUk

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Norwood Township Map
**Peaine Township**

Township Office  
36825 Kings Highway  
Beaver Island, Michigan 49782  
PO Box 26  
231.448.2389 phone  
231.448.2692 fax  
Office Hours: Thursday 10:00 am to 2:00 pm

Website  
http://www.peainetwp.org/

Supervisor  
William Kohls  
P.O. Box 26  
Beaver Island, Michigan 49782  
231.448.2150 phone  
peainetownship@gmail.com

Assessor  
Sally Ackerley, MAAO  
PO Box 307  
Elk Rapids, MI 49629  
231.499.7682 cell  
sallyannakerley@yahoo.com

Zoning Administrator  
Rick Speck  
P.O. Box 317  
Beaver Island, Michigan 49782  
231.448.2830 office  
231.448.2393  
rickspeck@tds.net  
Office Hours: Wednesday 10:00 am to 2:00 pm or by appointment

Documents:

Zoning Ordinance-  

Applications and Forms-

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Peaine Township Map
Saint James Township

Township Hall 37735 Michigan Avenue
Beaver Island, Michigan 49782

Website http://www.stjamestwp.org/

Supervisor Kitty McNamara
P.O. Box 22
Beaver Island, Michigan 49782
231.448.2014 office
231.448.2353
Office Hours: Tuesday and Wednesday 10:00 am to 2:00 pm or by appointment

Assessor Amy Jenema
231.632.3529 phone

Zoning Administrator Rick Speck
P.O. Box 29
Beaver Island, Michigan 49782
231.448.2014 office
231.448.2830
speck.stjamestwp.bi@gmail.com

Documents:

Zoning Ordinance-

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Saint James Township Map
South Arm Township

Township Office
02811 M-66 S.
P.O. Box 304
East Jordan, Michigan 49727
231.536.2900 phone
231.536.2677 fax

Website
http://southarmtwp.com/

Supervisor
Robert Christiansen
231.536.2444 phone

Assessor
David Grimm
231.331.6370 phone
231.331.6370 fax
skatingfamily@hughes.net

Zoning Administrator
John Furguson
103 W Upright St
Charlevoix, MI 49720
231.547.6882 office
231.459.8141 cell
231.547.0021 fax
john@fcasurveying.com

Documents:
Zoning Ordinance-
Applications and Forms-
http://southarmtwp.com/planning-zoning/

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
South Arm Township Map
Wilson Township

Township Office
2530 Fall Park Road
P.O. Box 447
Boyne City, Michigan 49712
231.582.1033 phone/fax

Website
http://www.wilsontownship.org/

Supervisor/Assessor
Todd B. Sorenson
3060 Fall Park Road
Boyne City, Michigan 49712
231.582.7122 phone
231.222.2300 fax
tbsorenson@charter.net

Zoning Administrator/Planner
Scott McPherson
319 North Lake Street
Boyne City, Michigan 49712
231.582.0343 phone
231.582.6508 fax
scott@boynecity.com

Documents:

Zoning Ordinance-

Applications and Forms-
http://www.wilsontownship.org/departments_and_services/assessor/index.php#.WTIYxOvyuUk

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Wilson Township Map
SECTION III – Village & City Permitting & Zoning Process
### Village of Boyne Falls

**Village Hall**
- 2290 Railroad Street
- P.O. Box 213
- Boyne Falls, Michigan 49713
- 231-549-2443 phone
- 231-549-2457 fax

**Website**

**President**
- John Bell

**Assessor**
- Janet Kondrat
- 231.549.2408 phone

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This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
Village of Boyne Falls Map
City of Boyne City

City Office
319 North Lake Street
Boyne City, Michigan 49712
231.582.6597 phone
Office Hours: Monday – Friday: 7:30 a.m. – 4:30 p.m.

Website
http://www.cityofboynecity.com/

City Manager
Michael Cain
231.582.0377 phone
231.582.6506 fax
mcain@boynecity.com

Planning/ Zoning Administrator
Scott McPherson
231.582.0343 phone
231.582.6506 fax
smcperson@boynecity.com

Assessor
Debra Chavez
DC Assessing
Office hours: Monday-Friday 8:00 am to 5:00 pm
231.350.2727

Documents:

Zoning Ordinance-
library.municode.com/index.aspx?clientId=13601&stateld=22&stateName=Michigan

Applications and Forms-

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
City of Boyne City Map
*NOTE* – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
City of Charlevoix

City Office
210 State Street
Charlevoix, Michigan 49720
231.547.3270 phone
231.547.3617 fax

Website
www.cityofcharlevoix.org/

City Manager
Mark Heydlauff
210 State Street
Charlevoix, MI 49720
231.547.3270 office
mgr@cityofcharlevoix.org

City Planner
Zach Panoff (Interim City Planner-updated June 2017)
231.547.3265 phone
planner@cityofcharlevoix.org

Assessor
Debra Chavez
DC Assessing
231.350.2727
dcassess@gmail.com

Documents:

Zoning Ordinance-

Applications and Forms-
www.cityofcharlevoix.org/city-departments/planning-department.html

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
City of Charlevoix Map
City of Charlevoix Zoning Permitting Process Flowchart

(For single family, duplexes and accessory structures permitted by right in the zoning ordinance)

APPLICATION
(A scaled Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineered or architectural drawing

ZONING ADMINISTRATOR REVIEW
(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZA GRANTS ZONING PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Charlevoix County Department of Building Safety)

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
City of East Jordan

City Office
201 Main Street
P.O. Box 499
East Jordan, Michigan 49727-0499
231.536.3381 phone
info@eastjordancity.org

Website
www.eastjordancity.org

City Administrator
Tom Cannon
tcannon@eastjordancity.org

Assessor
Debra Chavez
DC Assessing
231.350.2727

Documents:

Zoning Ordinance-
https://library.municode.com/mi/east_jordan/codes/code_of_ordinances

Applications and Forms-
http://eastjordancity.org/resources/permits-and-forms/

Planning & Zoning Department
http://eastjordancity.org/resources/zoning-and-planning/

This guide to permitting and zoning was completed through the best efforts of staff working with local officials to determine jurisdiction-specific policy and processes associated with development. If the information contained herein needs to be updated or expanded, please contact the Northwest Michigan Council of Governments at 231.929.5000.
City of East Jordan Map
City of East Jordan Zoning Permitting Process Flowchart
(For single family homes, duplexes and accessory structures permitted by right in the zoning ordinance)

APPLICATION
(A Site Plan shall accompany each Application, and should include lot dimensions, all structures on the parcel, setbacks, and proposed structures)
*NOTE: This does not need to be an engineered drawing

ZONING ADMINISTRATOR REVIEW
(Applications are reviewed and permits issued within 7 working days. ZA verifies that all Agency Permits have been Secured)

APPLICATION MEETS REQUIREMENTS OF THE ZONING ORDINANCE

ZA GRANTS ZONING PERMIT

APPLICATION FOR BUILDING PERMIT (SEE SECTION IV)
(Charlevoix County Department of Building Safety)

APPLICANT TO SECURE AGENCY PERMITS IF REQUIRED (SEE SECTION IV)
(Health Department, Soil Erosion, Road Commission/MDOT, DPW, MDEQ, Etc.)

ZONING BOARD OF APPEALS
(Applicant may appeal within 30 days of the decision of the ZA to the ZBA)

*NOTE – The flowcharts included in this guide are for educational purposes on the general process and following them does not guarantee a permit or approval. Please use contact information provided for each municipality included in this document for specific permitting direction.
SECTION IV – Charlevoix County Governmental Agencies
## Charlevoix County Departments & Government Agencies

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>charlevoixcounty.org</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>Shirley Coblentz</td>
<td>301 State Street, Charlevoix, MI 49720</td>
<td>231.547.7204</td>
<td>231.237.0106</td>
<td><a href="mailto:charlevoixcounty.org@charlevoixcounty.org">charlevoixcounty.org@charlevoixcounty.org</a></td>
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<td>County Surveyor</td>
<td>Lawrence &quot;Larry&quot; Feindt, P.S.</td>
<td>217 Bridge Street, Charlevoix, MI 49720</td>
<td>231.547.9901</td>
<td>231.547.1068</td>
<td><a href="mailto:lrfeindt@advancedgeomatics.com">lrfeindt@advancedgeomatics.com</a></td>
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<td>Planning Director</td>
<td>Kiersten Stark, Planning Coordinator</td>
<td>301 State Street, Suite 11, Charlevoix, MI 49720</td>
<td>231.547.7234</td>
<td>231.547.7246</td>
<td><a href="mailto:planning@charlevoixcounty.org">planning@charlevoixcounty.org</a></td>
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Charlevoix County Department of Building Safety

Office
301 State Street Suite #5
Charlevoix, Michigan 49720
231.547.7236 phone
231.547.7250 fax

Office Hours
Monday – Thursday, 7:00 a.m. to 4:00 p.m.

Website

Building Official
Kevin Schlickau
231.547.7236 phone
231.547.7250 fax
schlickauk@charlevoixcounty.org

Assistant Building Official
Kevin G. Stark
starkk@charlevoixcounty.org

Inspector/Plan Reviewer
John Cochrane phone
cochranej@charlevoixcounty.org

Building Plan Reviewer
John Cochrane phone
cochranej@charlevoixcounty.org

Mechanical/Plumbing Inspector
Robert Hilton
231.547.7236 phone
231.547.7250 fax
hiltonr@charlevoixcounty.org

Field Inspector / Soil Erosion
Russ Smith
231.547.7250 phone
Charlevoix County Drain Commissioner/Soil Erosion Control Officer

Office
301 State Street
Charlevoix, Michigan 49720
231.547.7236 phone
231.547.7250 fax

Drain Commissioner/Soil Erosion Control Officer
Russ Smith
smithr@charlevoixcounty.org

Applications and Forms-
Soil Erosion, Sedimentation, and/or Stormwater Permit Application
Health Department of Northwest Michigan

Office 220 W. Garfield Street
Charlevoix, Michigan 49720
231.547.6523 phone
231.547.6238 fax
800.432.4121 toll-free

Website  www.nwhealth.org/

Medical Director Dr. Joshua Meyerson
Health Officer Linda Yaroch
Environmental Health Director Scott Kendzierski

Charlevoix County Commission on Aging

Office 218 W. Garfield Street
Charlevoix, Michigan 49720
231.237.0103 phone
231.237.0105 fax
866.428.5185 toll-free

Executive Director Shirley Gillespie

Website:
Charlevoix County Road Commission

Office
1251 Boyne Avenue
P.O. Box 39
Boyne City, Michigan 49712
231.582.7330 phone
231.582.3110 fax
Office Hours: Monday-Friday 7:00 am to 3:30 pm

Manager
Pat Harmon

Staff Engineer
James Vanek

Applications and Permits-