

### **Instructions for completing Iosco County Road Commission Permit Applications**

1. You must first *Accept/Decline* the Rules and Regulations of the permit application. If you decline, you will not be allowed to continue with the permit application process.
2. If you intend to hire a contractor please do so before completing the application.
3. Complete the *Applicant, Contractor* and *Location* sections of the permit application in detail. Be sure to include directions to the work site.
4. Submit the application via email or print and mail it to the road commission along with the permit fee listed on the application and a certificate of [general liability insurance](#) naming the road commission as additionally insured. (Click on the link for details of the insurance requirements).
5. If a contractor is doing the work he will provide the necessary insurance certificate.
6. Stake and/or flag the proposed location of the new driveway.
7. When all of these requirements have been submitted the road commission will inspect the proposed work site to determine how you should proceed.
8. Work cannot begin until the road commission has inspected the proposed work site and issued the permit.

For assistance please contact  
Donna Miller, Assistant Permit Agent  
(989) 362-4433 extension 10