

Instructions for the New Permit Applications

The applicant can use the fillable form OR print the application and complete the application by hand. The applications can either be faxed to (989) 732-6775 or e-mailed directly to Tianne Jones at jonest@ocrc-mi.org.

Should you choose the fillable form:

1. Open the application using Adobe Reader software (it's free and downloadable from a wide variety of sources).
2. Enter all the appropriate information into the "fillable fields" so that we can process your application. If you cannot see the "fillable fields" then look for a command called "Highlight Fields" to turn on the color coding of those areas on the form.
3. When you have filled in all the information, place your digital signature in the signature fields to complete your application.
4. Save the completed application with a distinct file name.
5. Attach this file to an e-mail to Tianne Jones at jonest@ocrc-mi.org.

Whichever way you choose to complete the application, please let the office know how you want the approved permit forwarded back to you: by fax or e-mail.