

**PERMIT REQUIREMENTS FOR NEW COMMERCIAL AND ADDITIONS**

**ALL THE FOLLOWING ITEMS ARE REQUIRED  
PRIOR TO ACCEPTANCE OF ANY DRAWINGS**

PROJECT NAME \_\_\_\_\_

- \_\_\_\_\_ SIX (6) SETS OF DRAWINGS
- \_\_\_\_\_ TYPE OF CONSTRUCTION (BY ARCHITECT) \_\_\_\_\_
- \_\_\_\_\_ PROPOSED USE OF BUILDING - i.e. RETAIL, STORAGE \_\_\_\_\_
- \_\_\_\_\_ SITE PLAN – MUST BE ATTACHED TO DRAWINGS SUBMITTED FOR BUILDING PERMIT
- \_\_\_\_\_ ASCE CALCULATIONS (STRUCTURAL LOADING)
- \_\_\_\_\_ MICHIGAN ENERGY CODE SUBMITTALS
- \_\_\_\_\_ ELECTRICAL (INCLUDING PANEL DISTRIBUTION, LOADS & GROUNDING)
- \_\_\_\_\_ MECHANICAL (INCLUDING EQUIPMENT SCHEDULE, GAS LINE SCHEDULE, DUCTING AND CFM’S)
- \_\_\_\_\_ PLUMBING (INCLUDING WATER LINE SERVICE, ISOMETRIC AND RISER DETAILS, FIXTURE LOADS AND FLOOR DRAIN)
- \_\_\_\_\_ FIRE PROTECTION (DRAWINGS IF APPLICABLE)
- \_\_\_\_\_ FIRE ALARMS (DRAWINGS IF APPLICABLE)
- \_\_\_\_\_ EMERGENCY LIGHTING PLAN
- \_\_\_\_\_ POINT STUDY (IF OVER 50 PEOPLE) FOR EMERGENCY LIGHTING FOOT CANDLE LEVELS
- \_\_\_\_\_ SPECIAL INSPECTIONS FORM COMPLETED BY BUILDING PERMIT APPLICANT (SOIL COMPACTION TESTING, CONCRETE STRENGTH TESTING, FINAL WALK THRU BY ARCHITECT)  
**NOTE: ADDITIONAL SPECIAL INSPECTIONS MAY BE REQUIRED BASED ON COMPLEXITY OF PROJECT**
- \_\_\_\_\_ LIST MAJOR ELECTRICAL, PLUMBING, MECHANICAL, FIRE PROTECTION AND FOUNDATION
- \_\_\_\_\_ COUNTY SOIL EROSION PERMIT
- \_\_\_\_\_ COUNTY DRAIN COMMISSION PERMIT
- \_\_\_\_\_ DEPARTMENT OF PUBLIC WORKS RIGHT OF WAY PERMIT

CONTRACTOR’S INITIAL \_\_\_\_\_

DATE \_\_\_\_\_