



INFORMATION HAND-OUT SHEET FOR REVIEW PROCESS

BUILDING PERMIT APPLICANT: Architects-Engineers-Builders-Developers

In order for us to be able to most effectively **HELP YOU** in the building permit application and plan review process, we are requesting that you provide us with the items listed below. Upon receipt of these items, I will proceed with the plan review and building permit process and will call you when the plans have been approved.

1. The applicant must complete all the items on our application.
2. The applicant must submit three signed/sealed plans.
(These Construction Documents, Prepared by a Design Professional, Must include Title Page that shows use of the Mi Building Code 2003 used in the design of the project, exit requirements, occupant numbers, fire suppression etc.)
3. The Construction Type of the building. (503 & 601) – DESIGNATED ON THE PLANS.
4. The Use Group designation of the existing building and the proposed construction. If the building contains more than one use, designate each use on the floor plan and provide the details of any separation wall that will be provided to separate the different uses. (302, 302.1.1, 302.3, 302.3.1, 302.3.2)
5. A floor plan of the area involved and general building area proposed work on this plan.
6. SHOW ALL BARRIER FREE DESIGN REQUIREMENTS FOR BATHROOM AREAS. INCLUDING WHEELCHAIR TURNING SPACES, CLEARANCES AT ALL FIXTURES, (1966 PA 1, MCL. 125.1351et seq.) CHAPTER 11 MI BL. CODE AND ICC/ANSI A117.1-1998 AMERICAN NATIONAL STANDARDS.
7. Handicapped requirements must be complied with prior to occupancy, including parking spaces, signs, and access ramps to the entrance.
8. SITE PLANS of Building Location, Complete H.V.A.C. – MECHANICAL, ELECTRICAL AND PLUMBING PLANS must be included in the submitted Blue Prints.

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An Equal Opportunity Employer - Male/Female/Handicapper