



PROCEDURES FOR RECEIVING AND REVIEWING APPLICATIONS FOR PERMITS AND ISSUING OF PERMITS

APPLICATION FOR BUILDING PERMIT

An applicant shall enter appropriate information upon a form furnished by the Building Department which shall include the following:

- A description of all proposed work including the use and occupancy of the building (existing areas and new/remodeled work areas), the type of construction and the occupant load.
- On a separate sheet, refer to the code document(s) by which the prints were designed.
- **COMMERCIAL PROJECTS:** Seven complete sets of sealed blueprints including a dimensioned site plan showing all existing and proposed improvements, elevations of all sides, electrical, signs, plumbing and mechanical drawings. Include all load calculations, riser drawings, air flow data, etc., detailed structural sheets and foundation plans.
- **RESIDENTIAL PROJECTS:** Two sets of complete blueprints including a dimensioned site plan showing all existing and proposed improvements, all elevations, wall details, foundation and floor plans for each level. Indicate lumber species, grade of lumber to be used, spacing of materials and any special design notations which may apply to the project. The valuation or contract price of all new construction work, remodeling, additions or alterations to existing buildings. New residential construction valuation will be computed by the Building Dept.
- The name, address and phone number of the owner of the property on which the construction is to occur.
- The signature of the owner of the project or an authorized agent.
- The name and phone number of the contact person who can be notified regarding questions about the project or able to obtain and communicate the same with the requesting department.
- Soil erosion and Sedimentation Control Plans (SESC) if the project disturbs an area over one acre or is less than 500 ft to a lake or stream. The project will need to comply with the cities SESC Ordinance.
- Other data or information as required by the Building Department.
- **INSPECTORS MAY WAIVER REQUIREMENTS DEPENDING UPON THE COMPLEXITY/NATURE OF THE WORK.** [Alterations minor in nature or Government work less than \$15,000 as determined by the Building Dept. (State Law R408.30405 Part 4 Building Code Rules)]

APPLICATION AND PRINT REVIEW

Commercial plans (includes multi-family projects of three or more units) will be routed to Engineering, Utilities, Planning, Fire and Building Departments by the Building Department for review of the City Codes and Ordinance compliance including:

- Zoning and Land use including site plan review or PUD requirements. (Planning)
- Storm water detention and control. (Engineering)
- Fire regulations. (Fire Department)
- Water line and meter sizing. (Utilities)
- Possible special sanitary waste disposal requirements. (Utilities)
- Soil erosion control. (Building)
- Building, plumbing, mechanical and electrical requirements. (Building)

APPLICATIONS FOR RESIDENTIAL CONSTRUCTION MUST BE MADE BY A MICHIGAN LICENSED RESIDENTIAL BUILDER. THIS APPLIES TO ALL TYPES OF RESIDENTIAL CONSTRUCTION EXCEPT FOR SINGLE FAMILY HOMES, WHICH ALLOW THE PROPERTY OWNER/OCCUPANT OR LICENSED RESIDENTIAL BUILDER TO APPLY FOR THE PERMIT. SEALED PLANS BY AN ENGINEER OR ARCHITECT SHALL BE SUBMITTED FOR PROJECTS OTHER THAN ONE AND TWO FAMILY STRUCTURES LESS THAN 3500 SQUARE FEET.

Each reviewing department is responsible for performing a plan review for compliance of city code and ordinances for which they are responsible. Notations of deficiencies noted on submitted materials must be communicated with the designer, owner or both parties. Arrangements for resubmitting of materials must be arranged by the affected department. A plan review form should be utilized to insure that all pertinent information, topics and issues are addressed. Review time will begin when prints are delivered by the Building Department to each respective department. Reviews should be completed, if all necessary correct information is supplied, within 15 working days from the received date stamped on the prints by the Building Department.

NOTE: Additional review time will be required if incomplete materials are submitted.

Applications for residential plan review will be reviewed by the Building Department. Occasionally assistance will be requested from other departments, but the goal is to complete the review within three working days of submittal.

Copies of departmental checklists will be supplied to the building department who will include this information as a part of the building permit when approved blueprints are provided to the applicant allowing construction to commence. Major plan deficiencies will require re-submission of the affected sheet(s). Items deemed minor in nature may be corrected by the designers on the drawings and initialing and dating the same. Resubmitted drawings will be reviewed against note plan check sheets for correctness. Addendum sheets rather than redrawn pages may be acceptable if they address correction of deficiencies.

ISSUANCE OF PERMITS

No permit shall be issued until ALL REQUIRED REVIEWS HAVE BEEN COMPLETED AND SIGNED OF BY THE RESPECTIVE DEPARTMENTS.

At the time the permit is issued, the building permit must be signed by the owner, his agent, or the contractor of record. All required fees must be paid and the permit validated. A construction permit card will be supplied, which must be posted at the job site along with the approved set of plans, which must be maintained or made available at the job site upon request until the project is complete.

Building department procedure
Revised 1/05