



**Norton Shores Building Division**  
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**CHECKLIST FOR COMMERCIAL CHANGE OF USE**

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

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

- \_\_\_\_\_ **SIX (6) SETS OF DRAWINGS INCLUDING A COPY IN PDF FORMAT**  
 ONE SET WILL BE APPROVED AND RETURNED TO YOU. THIS SET MUST BE ON THE JOB SITE OR **NO**  
 INSPECTIONS WILL BE CONDUCTED. THE DRAWINGS MUST BE ACCOMPANIED WITH ANY ENGINEERED SHOP  
 DRAWINGS RELEVANT TO YOUR PROJECT.  
**CONSTRUCTION DOCUMENTS SHALL BE TO SCALE** AND OF SUFFICIENT CLARITY TO INDICATE THE LOCATION,  
 NATURE AND EXTENT OF THE WORK PROPOSED AND SHOWN IN DETAIL AND WILL CONFORM TO THE  
 PROVISIONS OF THIS CODE.
- \_\_\_\_\_ TYPE OF CONSTRUCTION (BY ARCHITECT) \_\_\_\_\_
- \_\_\_\_\_ PROPOSED USE OF BUILDING - i.e. RETAIL, STORAGE \_\_\_\_\_
- \_\_\_\_\_ SIGNED AND COMPLETED BUILDING PERMIT APPLICATION
- \_\_\_\_\_ ZONING APPROVAL
- \_\_\_\_\_ 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 & RISER DETAILS, FIXTURE LOADS & FLOOR DRAIN)
- \_\_\_\_\_ FIRE PROTECTION (CUT SHEETS & DRAWINGS IF APPLICABLE)
- \_\_\_\_\_ FIRE ALARMS (CUT SHEETS & DRAWINGS IF APPLICABLE)
- \_\_\_\_\_ EMERGENCY LIGHTING PLAN
- \_\_\_\_\_ POINT STUDY (IF OVER 50 PEOPLE) FOR EMERGENCY LIGHTING (FOOT CANDLE LEVELS)

**REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE (IF APPLICABLE)**

- \_\_\_\_\_ SPECIAL INSPECTIONS FORM COMPLETED BY DESIGN PROFESSIONAL (SOIL COMPACTION TESTING,  
 CONCRETE STRENGTH TESTING, FINAL WALK THRU BY ARCHITECT)  
**NOTE: ADDITIONAL SPECIAL INSPECTIONS MAY BE REQUIRED BASED ON COMPLEXITY OF PROJECT**

CONTRACTOR'S INITIAL \_\_\_\_\_

DATE \_\_\_\_\_