



**CHECKLIST FOR COMMERCIAL NEW BUILDING**

**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 \_\_\_\_\_
- \_\_\_\_\_ SITE PLAN – MUST BE ATTACHED TO DRAWINGS SUBMITTED FOR BUILDING PERMIT AND INCLUDE LOCATION OF ALL STRUCTURES INCLUDING PROPOSED ADDITION & DRIVEWAY (LENGTH & WIDTH) & LABEL STREETS
- \_\_\_\_\_ SIGNED AND COMPLETED BUILDING PERMIT APPLICATION
- \_\_\_\_\_ 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 & 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**
- \_\_\_\_\_ DEQ – WETLAND AND CRITICAL DUNES
- \_\_\_\_\_ SOIL EROSION – WITHIN 500’ OF ANY BODY OF WATER, INCLUDING WETLANDS
- \_\_\_\_\_ HEALTH DEPARTMENT
- \_\_\_\_\_ DEPARTMENT PUBLIC WORKS – WATER & SEWER ASSESSMENT
- \_\_\_\_\_ COUNTY DRAIN COMMISSIONER – COUNTY DRAINS
- \_\_\_\_\_ DEPARTMENT OF PUBLIC WORKS PERMIT RIGHT OF WAY PERMIT (DRIVE APPROACHES)
- \_\_\_\_\_ DESIGN FLOOD ELEVATION
- \_\_\_\_\_ AIRPORT MAY REQUIRE A FORM 7460-1 WITH MAP

CONTRACTOR’S INITIAL \_\_\_\_\_

DATE \_\_\_\_\_