



Norton Shores Building Division
 4814 Henry Street, Norton Shores, Michigan 49441
 Telephone: (231)799-6801

CHECKLIST FOR COMMERCIAL REMODEL/ALTERATION

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) _____
- _____ USE OF BUILDING - i.e. RETAIL, STORAGE _____
- _____ 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 INSPECTIONS:

INSPECTIONS WILL VARY BASED ON COMPLEXITY OF PROJECT

CONTRACTOR'S INITIAL _____

DATE _____