



PROPERTY I.D. NUMBER  
5812-\_\_\_\_-\_\_\_\_-\_\_\_\_

**Application for Plan Examination**  
**MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT**  
4925 East Dunbar Road  
Monroe, Mi. 48161  
Office 734 241 5502 FAX 734 457 2677  
www.monroechartertownship.org

**Deposit Fee: \$75.00 minimum** (the first \$75.00 of an application is non-refundable)

PR2013PR

<p>Authority: 1972 PA 230 Completion: Voluntary Penalty: Plans will not be reviewed</p>	<p>Monroe Charter Township is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.</p>
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**Note: The applicant is responsible for all fees applicable to this application.**

<b>APPLICANTS INFORMATION</b>				
NAME		STREET / SITE ADDRESS		
CITY	STATE	ZIP CODE		
<b>SUBMITTAL</b>				
PLAN NUMBER	PLAN DATE	AMENDMENT DATE		
<b>BUILDING DATA</b>				
GROSS FLOOR AREA				
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	
CLASSIFICATION PER BUILDING CODE				
Building Use	Construction Type	No. of Occupants	Area/Floor	No. of Floors
FIRE SPRINKLERS				
<input type="checkbox"/> Entire Building	<input type="checkbox"/> Limited Area	<input type="checkbox"/> None		
School Grades K – 12 are State Reviews at: <a href="http://www.michigan.gov/bcc">www.michigan.gov/bcc</a>	Project Description			
<b>PLAN REVIEW REQUEST</b>				
<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other _____
<input type="checkbox"/> Barrier Free	<input type="checkbox"/> Footing / Foundation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Energy	
<b>BUILDING OWNER</b>				
NAME (Company or Individual)		CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)
<b>PROJECT ARCHITECT/ ENGINEER</b>				
NAME OF COMPANY		LICENSED INDIVIDUAL		MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPLICANT (Note: All correspondence will be sent to this address)				
NAME OF COMPANY		APPLICANTNAME		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

## Instructions for Application for Plan Examination

Provide all requested information, any information that you are unsure of, please leave blank and ask for help at time of plan review submittal.

**Submittal:** Indicate what is being submitted. The plan or project number is critical when linking amendments to a previous submittal for the same project. **HIGHLIGHT ANY AMENDMENTS OR PLAN CHANGES WITH INITIALS AND DATE WHEN CHANGED.**

**Building Data:** Provide all requested information. The building use, construction type, number of occupants, exit travel distance and counts, ADA and Michigan Barrier Free Compliance, all energy compliant certificates, shall be as prescribed by the building code.

**Plan Review Request:** Mark all plan reviews desired or required.

**Project Architect / Engineer:** Provide all requested information.

**Applicant:** Provide all requested information with an original signature. All correspondence will be sent to this address, and this entity will be responsible for all review fees.

### Required Submittals for Plan Review

For each review, submit completed application, to MONROE CHARTER TOWNSHIP and FIVE (5) sets of plans and/or specifications with **AT LEAST ONE ORIGINAL seal and signature** in accordance with 1980 PA. If additional review fees are necessary they must be paid prior to permit issuance.

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plans, details, roof plan, roof finish schedule, door schedule, roof live and dead loads, truss statement, all egress size and location, ect.

**Electrical Code:** Plans for all electrical systems using more than six (6) circuits, except one- and two-family dwellings shall include lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, appropriate plans showing standard symbols of all electrical equipment and alarm system locations.

**Mechanical Code:** Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, sprinkler system layout and detail if equipped.

**Plumbing Code:** Site plan, floor plans DMW riser diagrams and water distribution system and roof plan. Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet.

**Energy Code:** Floor plans, building sections, details, average annual degree days, exterior envelope component materials, U values of elements, R values of insulating materials, size and type of apparatus and equipment, energy calculations or certificates.  
**Please Use Part 10 or 10a Forms, Res-Check or Com-Check Certificates and Include Any Energy Compliant (electrical, mechanical, ect.) Trade Involved.**

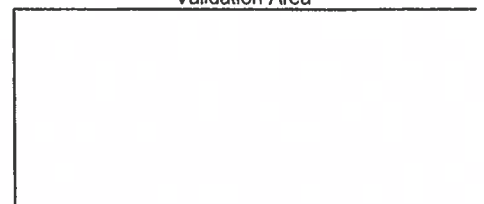
### Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence, concerning the requested plan reviews, will be sent to the Applicant and or the project architect/engineer, if one is provided.

#### U S Postal Service

Monroe Charter Township Building Department  
4925 East Dunbar Road  
Monroe, Mi. 48161

Validation Area





# MONROE CHARTER TOWNSHIP BUILDING DEPT.

PHONE 734-241-5502 FAX 734-457-2677

www.monroechartertownship.org

## CONSTRUCTION PLAN-CHECK

Michigan Building Code

### Including the Building Permit Application Checklist

*This checklist is a convenient reference to the Michigan Building Code. The checklist summarizes the minimum data required by the MBC to be on construction documents for the examination and approval of a building permit application for non-residential and multi-family projects. Depending on the type and complexity of the project, additional information not indicated on this checklist may be required by the MBC or the Building Official [105.3 (7); 107.1] Applicants are encouraged to indicate if the required data is applicable to the project, or not applicable, and attach a copy of the completed checklist to the construction documents.*

*Please contact The building department for requirements regarding phased construction or tenant finishes. Thank you for taking time to complete this checklist. Having the necessary information at the beginning of the plan review process will help expedite the issuance of a building permit.*

DATE SUBMITTED \_\_\_\_/\_\_\_\_/20\_\_\_\_

PROPERTY I.D. NUMBER 5812- - -

PROJECT NAME

PROJECT ADDRESS

JOB NUMBER/TRACKING NUMBER

CHECKLIST PREPARED BY

REPRESENTING

#### INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4)

Provided dwg/spec	Not Applicable	
		Indicate the project name and address on the plans if available. (105.3 (2); 107.2.1)
		Owner's name and mailing address
		Name of the registered design professional
		Michigan license number of registered design professional
		Address of registered design professional
		Telephone number of the registered design professional
		Fax number of the registered design professional
		Name, Michigan license number, address, telephone number, and fax number of the registered design professional in responsible charge (unless waived by the Building Official) (107.3.4)
		Name of individual to receive review comments
		Address of individual to receive review comments
		Telephone number of individual to receive review comments
		The Michigan licensed Registered Design Professional must provide original signature, seal and date on all sheets of the drawings and specification manual or on the index sheet of the drawings and specification manual only when the index sheet covers all the sheets that makeup the drawing set and specification manual (107.1; 107.3.4)
		List codes applicable to project (107.2.1) The MBC or the MBC Section 34, or the Michigan Rehab Code may be used for existing buildings.
		List of all proposed deferred submittal documents (107.3.4.2)

#### SITE PLANS (107.2.5)

		Identify all existing & proposed construction, all natural or man made features within and near the property boundaries
		Show property lines, identify building distances from property lines and from all buildings within 100' of proposed.
		Identify all structures to be demolished, will require an active MDEQ permit copy before removal
		Identify the total number of parking spaces provided
		Identify the total number of accessible parking spaces provided, including van accessible spaces (1106.1; 1106.5)
		Show proposed finish grades, grade floor elevations, street elevations.
		Show flood plain elevations and boundaries, include all finished floor heights in NGVD
		Indicate the location of all new and existing utilities, including the entrance points into the building, the FDC location, and all Fire Hydrants within 400' of the proposed building

**INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)**

Provided dwg/spec	Not Applicable	
		Show all site grading (topo map @ 10' intervals), both proposed and existing, & include grade heights @ foundation
		Provide complete dimensions, running slope and cross slope of all accessible parking spaces and accessible routes from the accessible parking to the accessible entrances. (107.2.1; 1104.1)
		<b>BUILDING PLANS with the proposed address and where address will be placed on building exterior</b>
		Indicate Use Group. Indicate mixed use option if applicable (302.1)
		Indicate Type of Construction (602.1)
		Indicate the use of all rooms and spaces. Indicate number of occupants on every floor, room and space. Show method used to determine the occupant load and means of egress requirements. (107.2.1; 107.2.3; 1004.1)
		Provide Key Plan if needed to identify the location of the proposed work (107.2.1)
		Indicate total area of building, number of stories, and provide height and area calculations including open perimeter & fire suppression increases. (501.1)
		Indicate if a full or limited area Fire Suppression system & if a Fire Alarm with Notification System will be installed
		Show location and provide details of all fire and smoke rated assemblies and protection of penetrations including permanent markings and identifications. Provide U.L. design number or other approval rating. (107.2.1; 701.1; 703.6; 712.1; 713.1)
		Show location of portable fire extinguishers. (906.1)
		Provide details showing the proposed assembly of all walls, floors roofs, and stairs (107.2.1; 107.2.3; 107.2.4)
		Show location and hourly rating of all fire doors, fire dampers and fire windows (715.1) (716.1)
		Provide details of room finishes including type of materials with flame spread and smoke development ratings indicated for all materials. (801.1) (803) (107.2.1) (2603.1) Documentation for the flame spread and smoke development of all materials must be provided at field inspection.
		Provide flame spread and smoke development documentation for all foam plastics and details on the foam plastic insulation thermal barriers (107.2.1; 2603.1)
		Provide complete dimensions for all rooms and spaces including stairs, aisles, passageways, corridors, areas around counters, fixtures, all circulation and egress paths, and maneuvering clearance at all doors (107.2.1; 1003.1) (1101.2).
		Provide door hardware, door and window details including type, size, material, and hourly rating required. (107.2.1; 1008.1)
		Show masonry sizes, grades, reinforcement, anchorages, loads and compressive strengths; provide masonry fireplace details and clearances. 2101.3(1) thru 2101.3.3 (9); 2101.3.1)
		Provide stairway details with all guard and handrail details (1009)
		Show location of all exit signs and means of egress lighting (1006.1; 1011.1)
		Show type and thickness of all glazing materials and safety glazing where required (2401.1)
		Provide accessibility details (107.2.1; 1101.2)
		Provide dimensions and details for all interior accessible routes within the building. Include the maneuvering clearance required at all doors. (1104)
		Indicate heights, clearances and turning radii along all accessible routes (1104)
		Provide plumbing fixture and accessory details (1109)
		Provide dimensions and details for all use group requirements. Including features and facilities required to be accessible (1107) (1108) (1109)
		Provide signage details, including location, wording, size and mounting height. (1110)
		Show exterior wall details (107.2.1; 107.2.4; 1401.1)
		All base, sill, jamb and head flashings
		Intersection with dissimilar materials
		Corners
		End conditions
		Control joints
		Intersection at roof, eaves or parapets
		Details around openings
		Construction space venting
		Means of water drainage
		Roof overflow drains [P] 1503.4
		Water-resistive membrane



**INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)**

Provided dwg/spec	Not Applicable		76
		<b>STRUCTURAL PLANS (107.2.1; 1603.1) *Include Michigan Energy Code Part 10 or 10a Forms*</b>	77
		Indicate design loads (1603.1)	78
		Roof Live Load (1603.1.2)	79
		Floor Live Load (1603.1.1)	80
		Ground snow load (1603.1.2)	81
		Roof Snow Load (1603.1.3)	82
		Wind Design Data (1603.1.4)	83
		Earthquake Design Data (1603.1.5.1 thru 1603.1.5.10)	84
		Indicate load bearing value of soils (1603.1.6; 1801.2; 1803.6 (5))	85
		Guard & Handrail (1607.7)	86
		Indicate any special Loads (1603.1.8)	87
		Show foundation dimensions and details (107.2.1; 1603.1; 1801.2)	88
		List all Design/Construction Standards and material specifications (107.2.1)	89
		Indicate the location, size and cross section of all structural members with dimensions, column centers and offsets (1603.1)	90
		Identify lateral resistive system(s) including lateral bracing and transfer and collection systems (1604.4; 1604.9)	91
		<b>ELECTRICAL PLANS (106.1.1) *Include Michigan Energy Code Part 10 or 10a Forms*</b>	92
		Electrical layout (Michigan Part 8 - 80.21)	93
		Wattage Schedule (Michigan Part 8-80.21)	94
		Short circuit calculations for circuit breaker installation	95
		Service Location and Riser Diagram (Michigan Part 8-80.21)	96
		Load Calculations (Michigan Part 8-80.21)	97
		Show lighting system design, circuits, switches, materials, equipment listing, light fixtures and installation instructions (2701.1 NEC 110.2, 110.3)	98
		Show power system design, circuits, materials, equipment listing and installation instructions (2701.1 NEC 110.2, 110.3)	99
		Single line diagram including available fault current and bus bracing	100
		Light fixture schedule	101
		Show exit signs and lighting and power supply (1001.1, 1011.1)	102
		Show egress emergency lighting (1001.1, 1006.1, 1011.1)	103
		Indicate ratings of materials installed in wet locations (NEC 358)	104
		Indicate wiring and materials in ducts, plenums and equipment	105
		Indicate wiring methods, conduits and materials (NEC 300)	106
		Show service conductors, conductor sizes, ratings and insulation (NEC 230)	107
		Indicate interrupting rating (NEC 110.9, 110.10, 230.205)	108
		Verify working space in front of equipment (NEC 110.26, 110.32, 110.34)	109
		Indicate means of disconnect and number and location (NEC 230.70, 240.13)	110
		Show ground fault protection (NEC 230.95)	111
		Show hazardous locations and materials used	112
		Indicate protection of conductors (NEC 240.3)	113
		Indicate grounding of electrical system (NEC 250)	114
		Show design of emergency electrical system (NEC 700)	115
		<b>PLUMBING PLANS (P106.3.1)</b>	116
		Show all underground plumbing and building riser diagram (P106.3.1)	117
		Show design of water supply and distribution including sizes, depths and materials (P601.1)	118
			119

**INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)**

Provided dwg/spec	Not Applicable		
			Show plumbing fixture layout (P401.1, P106.3.1)
			Provide water use calculations (P106.3.1)
			Show all backflow prevention devices and type of device (P106.3.1, 601.1, 608)
			Provide occupancy calculations for plumbing fixtures provided (Table P403.1)
			Show locations, equipment sizes and hookups for all boilers and water heaters (M1001.2)
			Provide details of water system design (P601.1)
			Indicate water temperature control devices (P607.1)
			Show hot water return circulation (if required) (P607.2; 607.2.3)
			Indicate control of thermal expansion (P607.3)
			Indicate hot water heater relief valve discharge (P504)
			Show design and location of sanitary drains and vent systems including sizes, depths, slopes, materials and cleanouts (P701.1)
			Show details for any hazardous waste system (P702.5)
			Show design of storm water management system including sizes, depths, slopes, materials and cleanouts (P1101.2)
			Provide calculations for rainfall rates and water retention amounts (P1101.7,1105,1106,1107)
		<b>MECHANICAL PLANS (M106.3.1)</b>	<b>*Include Michigan Energy Code Part 10 or 10a Forms*</b>
			Show compliance with International Energy Conservation Code (M301.2)
			Show protection of penetrations through all rated assemblies (M302.2)
			Show equipment locations, service clearances and service access (M306.1)
			Provide heating and cooling load calculations (M106.3.1; 312.1)
			Provide calculations for combustion air and exhaust air (M701.2)
			<b>Hydronic Systems</b>
			Show complete process piping diagram (M1201.1; 1201.2)
			Show provisions for combustion air supply and venting (M701.2)
			<b>HVAC systems</b>
			Show provisions for ventilation air, natural or mechanical (M401.2; 401.4)
			Show energy loads, equipment locations and equipment specifications including cfm and system static (M301.4; 303.1; 304.1)
			Show fire/smoke damper locations and details including rating (607.1)
			Show locations of smoke duct detectors in both return and supply ducts (M606.1)
			Show ductwork layout including gauges, hangers and sizing (M603.1)
			Show duct insulation details including R-factor and Perm. rating (M604.1)
			Show location of vents for all fuel fired appliances (M804)
			<b>Fuel piping systems</b>
			Provide piping layout, load calculations and meter location (IFGC 402)
			Provide system operating pressure and pressure regulator detail (IFGC 402, 416)
			<b>Exhaust and ventilation systems (M501.1, M401.1)</b>
			Show method of smoke control (M513)
			Provide documentation for Special Inspector (M513.3)
			Show hazardous exhaust systems (M510.1)
			Determine design class as hazardous or non-hazardous. Provide MCDS data sheets to support hazardous level indicated (M510.1)
			Show locations for inlets, outlets and heights for exhaust equipment and hoods (M502)
			Provide exhaust equipment specifications, cfm and static pressure (M106.3.1)
			<b>Commercial kitchen hoods Type 1 and Type 2 (M507.1)</b>
			Provide duct layout, grease door location and method of attachment (M506.3)
			Provide velocity, cfm and location of ventilation equipment (507.13)
			Provide fire protection for Type 1 hoods (M509)
			Provide make-up air and equipment control diagram (M508.1)
			Provide hood sizing: show top, side and front views (M507.4, 507.5, 507.11, 507.12)

**INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)**

Provided dwg/spec	Not Applicable		
			Provide complete appliance lineup under Type 1 hoods (M507.13)
			Provide Type 2 hoods for dishwashers (M507.2).2
			Provide ratings for all hoods (M507.1)
			<b>Refrigeration (1101.1)</b>
			Provide classification for refrigeration system (M1103.3)
			Provide refrigerant classification (M1103.1)
			Provide occupancy classification (M1103.2)
			Provide quantity of maximum allowable refrigerant (M1103.1)
			Provide details for refrigeration system enclosure requirements (M1105)
			Provide pressure tests for all non-factory or field erected equipment and appliances (M1108)
			Provide refrigerant piping diagram (1107.1)

**BUILDING PERMIT APPLICATION CHECKLIST**

Provided	Not Applicable	
		Please contact Monroe Charter Township to determine if additional information may be required, minimum 5 sets of documents to be submitted, include a statement if phased construction or tenant finish permits will be requested. Office Phone - 734-241-5502
		Contact information provided: Name, Address, Business phone , Cell phone, Fax number and Email address
		Building Permit Application filled out completely that must include the original signature by the Applicant (105.1, 105.3)
		<u>Construction Documents and Specification Manual</u> , if used - Original signed, sealed, and dated by a State Licensed Registered Design Professional (107.1).
		Describe the business use and its intended operation (105.3. 3)
		<u>Statement of Special Inspections</u> - Include a complete list of materials and work requiring special inspections, the inspections to be performed and their frequencies. Provide a list of agencies and firms you propose to conduct each of the inspections and the qualifications, credentials and experience for each of the individuals (1704.1; 1704.1.1)
		<u>Soils Report</u> - Prepared by a State Licensed Registered Design Professional. The reports must have the State Licensed Registered Design Professional's original signature, seal and date. (1802.1)
		<u>Energy Calculations</u> and details to show compliance to the Michigan Uniform Energy Code Part 10a rules R408.31087 to R408.31099. (1301.1.1) OK to use COM-Check completed forms for Part 10a.....RES-Check for Part 10 OK for Residential Use.
		<u>Structural Calculations</u> - For all structural members and foundations. Include the deflection limits and all load calculations. All calculations must have the State Licensed Registered Design Professional's original signature, seal, and date. (107.1)
		<u>Hazardous Materials</u> - If hazardous materials are to be stored, dispensed, or used for manufacturing or processing; describe the type, use, quantity, location, and method of storage of all materials. Material Safety Data Sheets (MSDS) must be submitted. The construction drawings shall address the requirements of the MBC for High hazard use if quantities above the exempt amounts are proposed. Hazardous materials will also be reviewed by the Fire Department. (107.2.1; 307)
		<u>Valuation</u> : State the valuation for all of the proposed work. (105.3, 5)

NOTE: The review of premanufactured housing requires a copy of the building systems approval report, a copy of the original plans and a site plan.