

Application for Preliminary Plan Examination
 Michigan Department of Licensing and Regulatory Affairs
 Bureau of Construction Codes / Plan Review Division
 P.O. Box 30255, Lansing, MI 48909
 517-241-9328

www.michigan.gov/bcc

Agency Use Only

Deposit Fee: \$125.00 (the first \$125.00 of an application is non-refundable)

Note: The applicant is responsible for all fees applicable to this application.

--

Authority: 1972 PA 230 Completion: Voluntary Penalty: Plans will not be reviewed	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
--	--

PROJECT OR FACILITY INFORMATION

FACILITY NAME	STREET / SITE ADDRESS
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____	COUNTY

APPLICANT/FACILITY CONTACT INFORMATION (Note: All correspondence will be sent to this address)

NAME OF COMPANY	APPLICANT NAME	FEIN OR SS NO.* (Required)
ADDRESS	CITY	STATE
		ZIP CODE
EMAIL ADDRESS		TELEPHONE NUMBER (Include Area Code)
		FAX NUMBER (Include Area Code)

PLAN REVIEW INFORMATION

GROSS FLOOR AREA

New Building
 Addition
 Alteration
 Repair

CLASSIFICATION PER BUILDING CODE

Building Use _____
 Construction Type _____
 No. of Occupants _____
 Area/Floor _____
 No. of Floors _____

FIRE SPRINKLERS

Entire Building
 Limited Area _____
 None

Public School or Government Project
 Cost Less Than \$15,000.00
 Project Description _____

PLAN REVIEW REQUESTED

Building
 Electrical
 Mechanical
 Plumbing
 Other _____

BUILDING OWNER

NAME (Company or Individual)	CONTACT PERSON	TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE
		ZIP CODE
		FAX NUMBER (Include Area Code)

PROJECT ARCHITECT / ENGINEER

NAME OF COMPANY	LICENSED INDIVIDUAL	MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE
		ZIP CODE
		TELEPHONE NUMBER (Include Area Code)

SIGNATURE

SIGNATURE (Must be an original signature)	DATE
---	------

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Instructions for Application for Plan Examination

Facility Information: Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

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

Plan Review Information: Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code.

Plan Review Requested: Mark all plan reviews desired or required.

Project Architect / Engineer: Provide all requested information.

Required Submittals for Plan Review

For each facility, submit completed application, \$125.00 (*the first \$125.00 of an application is non-refundable*) deposit fee made payable to the **State of Michigan** and one (1) set of plans and/or specifications with **original seals and signatures** in accordance with 1980 PA 299. Fire sprinkler shop drawings and computations are not required to be sealed by a design professional.

Building Code: Site plan, floor plans, building elevations, building sections, details and roof plan.

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 and appropriate plans showing standard symbols of all electrical equipment.

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.

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.

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 the project architect/engineer, if one is provided.

U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plan Review Division
P.O. Box 30255
7150 Harris Drive
Lansing, MI 48909

Courier Other Than U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plan Review Division
2501 Woodlake Circle
Okemos, MI 48864

Validation Area

