



BUILDING PLAN REVIEW APPLICATION

Updated: 10-22-24

Permit # _____

Project Name		
Address		Parcel ID #
Project Value (Material & Labor) \$ _____		
Project Description: _____ _____		
Class of Work	Gross Floor Area	Classification per Building Code
<input type="checkbox"/> New Building	_____	Building Use Group _____
<input type="checkbox"/> Addition	_____	Construction Type _____
<input type="checkbox"/> Alteration	_____	Occupants _____
<input type="checkbox"/> Repair	_____	Floor Area _____
<input type="checkbox"/> Change in Use	_____	No. of Floors _____
Fire Suppression: <input type="checkbox"/> Entire Building <input type="checkbox"/> Limited Area – Location: _____ <input type="checkbox"/> None		
Plan Reviews Required (3 sets of construction documents required and PDF):		
<input type="checkbox"/> Building – All commercial projects	Fees:	\$ _____
<input type="checkbox"/> Electrical – Service greater than 400 amps		\$ _____
<input type="checkbox"/> Mechanical – All commercial projects		\$ _____
<input type="checkbox"/> Plumbing – 12 or more required fixtures		\$ _____
<input type="checkbox"/> Fire Suppression – New commercial space, change in use, renovations to more than 50% of the space		\$ _____
<input type="checkbox"/> Energy Code – All commercial projects		\$ (Included in building)
Total Fees:		\$ _____
Owner		Phone
Address		Email
Applicant (all correspondence will be sent here)		Contact Name
Company Name		
Address		
Email		Phone
Project Engineer or Architect		Contact Name
Company Name		
Address		Phone
E-mail		MI License #
Applicant Signature		Date