

Application for 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 \$100.00 of an application is non-refundable)

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.

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

FACILITY INFORMATION				
FACILITY NAME		STREET / SITE ADDRESS		
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED				COUNTY
<input type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Township	Of: _____	
SUBMITTAL				
<input type="checkbox"/> Addendum No. _____		<input type="checkbox"/> Bulletin No. _____		Original Project No. _____
BUILDING DATA				
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
<input type="checkbox"/> Public School or Government Project is Less Than \$15,000.00		Project Description _____		
PLAN REVIEW REQUEST				
<input type="checkbox"/> Building		<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Barrier Free		<input type="checkbox"/> Footing / Foundation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Energy
<input type="checkbox"/> 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)
APPLICANT (Note: All correspondence will be sent to this address)				
NAME OF COMPANY		APPLICANT NAME		FEIN OR SS NO.* (Required)
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
E-MAIL ADDRESS				FAX NUMBER (Include Area Code)
APPLICANT 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.

Submittal: Indicate what is being submitted. The project number is critical when linking addenda and bulletins with a previous submittal for the same project.

Building Data: Provide all requested information. The building use, construction type and number of occupants 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 fees.

Required Submittals for Plan Review

For each facility, submit completed application, \$125.00 (*the first \$100.00 of an application is non-refundable*) deposit fee made payable to the **State of Michigan** and two (2) sets 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, 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.

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.

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