

# Application for School Building Projects and Plan Examination

135/253

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:**

**Construction Codes & Site Plan Review - \$125.00 (135)**  
*(the first \$100.00 of an application is non-refundable)*

**Fire Safety - \$155.00 (253)**

Authority: 1972 PA 230; 1941 PA 207; and 1937 PA 306 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.
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**FACILITY INFORMATION**

FACILITY NAME	STREET / SITE ADDRESS	FIRE DEPARTMENT (Required)
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: _____		ZIP CODE

**SUBMITTAL**

Item	A/E Project Number	CC Project Number	FS Project Number
<input type="checkbox"/> Initial Construction Document			
<input type="checkbox"/> Addendum No. _____			
<input type="checkbox"/> Bulletin No. _____			

**SITE INFORMATION (for school site plan review)**

ADJACENT LAND USE	TOTAL SITE ACRES
North _____ East _____ South _____ West _____	

**BUILDING DATA**

GROSS FLOOR AREA	
<input type="checkbox"/> New Building _____	<input type="checkbox"/> Addition _____
<input type="checkbox"/> Alteration _____	<input type="checkbox"/> Repair _____
CLASSIFICATION / SCOPE	
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 Project Cost is Less Than \$15,000.00	Project Description _____

**PLAN REVIEW REQUEST**

**Construction Codes:** 2 sets of documents required; deposit fee \$125.00 *(the first \$100.00 of an application is non-refundable)*

Building (Includes Barrier Free)  
  Electrical  
  Mechanical (Includes Fire Sprinkler)  
  Site (Include environmental approvals attachment)

Barrier Free  
  Footing / Foundation  
  Plumbing  
  Other \_\_\_\_\_

**Fire Safety:** 1 set of documents required; deposit fee \$155.00 (Bureau of Fire Services)

Construction Plans / Specifications  
  Sprinkler\*\*  
  FIRE ALARM, HOOD SUPPRESSION OR SPRINKLER NOT RELATED TO A CURRENT PROJECT (STAND ALONE)

Hood Suppression\*\*  
  Fire Alarm / Fire Detection\*\*  
  FIRE ALARM, HOOD SUPPRESSION OR SPRINKLER CONNECTED WITH EXISTING FS PROJECT

Estimated Project Cost: (See Back) \_\_\_\_\_ # \_\_\_\_\_

**BUILDING / PROPERTY 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 / CERTIFIED FIRM / LANDSCAPE ARCHITECT / SURVEYOR**

NAME OF COMPANY	LICENSED INDIVIDUAL	MICHIGAN LICENSE / CERTIFICATION NO.
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)		
APPLICANT SIGNATURE (Must be an original signature)	DATE	E-MAIL ADDRESS
FAX NUMBER (Include Area Code)		

**Instructions for Application for School Building Projects and Plan Examination**

**This application is designed to be used only for schools defined as kindergarten through 12th grade  
(this includes all buildings and structures on school property)**

**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 and provide the appropriate project and project numbers. The submission numbers are critical when linking addenda and bulletins with a previous submittal for the same project.

**Site Information:** Provide the requested adjacent land uses and total site acreage.

**Building Data:** Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code. If the project cost is less than \$15,000.00, check the box.

**Plan Review Request:** Indicate the desired plan reviews for Construction Codes and/or Fire Safety.

**Building Owner:** Provide the requested information.

**Project Architect/Engineer/Certified Firm/Landscape Architect/Surveyor:** Provide the 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, the appropriate deposit fee (*the first \$100.00 of a Construction Code & Site Plan Review application is non-refundable*) made payable to the **State of Michigan** and the required number (from front of application) of construction documents with **original seals and signatures** in accordance with 1980 PA 299. Fire sprinkler shopdrawings and computations are not required to be sealed by a design professional. The review fee will be calculated based on the approved fee schedule and the balance due shall be billed to the applicant. See Construction Code Fee Schedule at [www.michigan.gov/bcc](http://www.michigan.gov/bcc), Forms, Plan Review Division.

**Required Deposit and Construction Documents**

<b>Project Type</b>	<b>Fee</b>	<b>Construction Documents</b>
Construction Code & Fire Safety Reviews	\$280.00 deposit	3 sets
Construction Code Review Only (plus site review if requested)	\$125.00 deposit	2 sets
Fire Safety Review Only	\$155.00 deposit	1 set
School Site Plan Review Only	\$125.00 deposit	2 sets

**Fire Safety Fee Schedule**

<b>Estimated Project Cost Range</b>	<b>Fee</b>
\$101,000.00 or less.....	Minimum Fee of \$155
\$101,001.00 to 1,500,000.00 .....	\$1.60 per \$1,000
\$1,500,001.00 to 10,000,000.00 .....	\$1.30 per \$1,000
\$10,000,001.00 or more.....	\$1.10 per \$,1000 - Maximum fee \$60,000

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, accessibility requirements, building elevations, building sections, framing plans, details, approved design numbers for fire resistant assemblies, roof plan, roof finish schedule, door schedule, structural live and dead loads.

**Electrical Code:** Plans for all electrical systems using more than six (6) circuits, 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.

**Plumbing Code:** Site plan, floor plans, DWV 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.

**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.

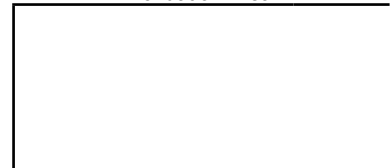
**Energy Code:** Floor plans, building sections, details, average annual degree days, exterior envelope component materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

**Site:** Public school site plan review is per the LARA [Public School Site Plan Review Reference Guide](#). The Environmental Approvals Attachment (for school site plan review) shall be completed and enclosed with this application.

**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



**Environmental Approvals Attachment to the  
Application for School Building Projects and Plan Examination (for School Site Plan Review)  
(Public and Charter Schools Only)**

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**NOTE:**

The Michigan Department of Natural Resources and Environment *Permit Information Checklist for School Site Plan Review* should be consulted prior to completion of this attachment. The checklist can be found at [www.michigan.gov/documents/deq/deq-oppca-permitchecklist-school\\_302802\\_7.doc](http://www.michigan.gov/documents/deq/deq-oppca-permitchecklist-school_302802_7.doc).

<b>FACILITY INFORMATION</b>				
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	ZIP CODE
<b>DRIVEWAYS</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>WETLANDS</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>POLLUTION CONTROL</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>SOIL EROSION</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)

*As the design professional in responsible charge, I hereby certify the information above is provided by the agencies having the authority to make the determinations herein.*

NAME	LICENSE NUMBER
SIGNATURE	DATE

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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	ZIP CODE
<b>FLOOD ZONE</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>WATER SUPPLY</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>SANITARY/SEPTIC SYSTEM</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>STORM DRAINAGE</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
<b>FIRE AND EMERGENCY ACCESS</b>				
AGENCY		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)

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SIGNATURE	DATE

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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	ZIP CODE
TALL STRUCTURES				
AGENCY <b>MDOT/Bureau of Aeronautics &amp; Freight Services</b>		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
AGENCY <b>Federal Aviation Administration</b>		NAME		TITLE
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)

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