

**Application for School Project Plan Examination**  
 Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Construction Codes / Plan Review Division  
 P.O. Box 30255, Lansing, MI 48909

Agency Use Only

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

517-241-9328  
 www.michigan.gov/bcc

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Authority: 1972 PA 230; 1941 PA 207; and 1937 PA 306	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
Penalty: Failure to provide information may result in denial of your request.	

**PROJECT OR FACILITY INFORMATION**

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

**APPLICANT/FACILITY CONTACT INFORMATION**

NAME OF COMPANY	APPLICANT NAME	LAST 4 DIGITS OF FEIN OR SS NO.
ADDRESS	CITY	STATE
		ZIP CODE
E-MAIL ADDRESS		TELEPHONE NUMBER (Include Area Code)
		FAX NUMBER (Include Area Code)

**PLAN REVIEW INFORMATION**

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

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

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 _____
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**PLAN REVIEW REQUESTED**

**Construction Codes:** Two (2) sets of construction documents required

<input type="checkbox"/> Building (Includes Barrier Free)	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical (Includes Fire Sprinkler)	<input type="checkbox"/> Site (Include environmental approvals attachment)
<input type="checkbox"/> Footing / Foundation	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other _____	

**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)

**SIGNATURE**

APPLICANT SIGNATURE (Must be an original signature)	DATE
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## Instructions for Application for School Project 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)

**Project or 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/Facility Contact 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:** 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. Provide the requested adjacent land uses and total site acreage.

**Plan Review Requested:** 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 for a public school facility, check the box. Indicate the desired plan reviews for Construction Codes.

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

**Project Architect/Engineer/Certified Firm/Landscape Architect/Surveyor:** Provide the requested information.

### Required Submittals for Plan Review

For each facility, submit completed application, the appropriate deposit fee (*the first \$125.00 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

Project Type	Fee	Construction Documents
Construction Code Review Only (plus site review if requested)	\$125.00 deposit	2 sets
School Site Plan Review Only	\$125.00 deposit	2 sets

**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  
1st Floor Ottawa Bldg.  
611 W. Ottawa St.  
Lansing, MI 48913

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

**NOTE:**

The Michigan Department of Environmental Quality *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).

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	ZIP CODE
DRIVEWAYS				
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)
WETLANDS				
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)
POLLUTION CONTROL				
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)
SOIL EROSION				
AGENCY		NAME		TITLE
ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)				
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Deferred Submission	E-MAIL ADDRESS		FAX NUMBER (Include Area Code)
FLOOD ZONE				
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)

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

<b>WATER SUPPLY</b>				
AGENCY		NAME		TITLE
ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FAX NUMBER (Include Area Code)		
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		E-MAIL ADDRESS	

<b>SANITARY/SEPTIC SYSTEM</b>				
AGENCY		NAME		TITLE
ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FAX NUMBER (Include Area Code)		
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		E-MAIL ADDRESS	

<b>STORM DRAINAGE</b>				
AGENCY		NAME		TITLE
ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FAX NUMBER (Include Area Code)		
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		E-MAIL ADDRESS	

<b>FIRE AND EMERGENCY ACCESS</b>				
AGENCY <b>Bureau of Fire Services</b>		NAME		TITLE
ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FAX NUMBER (Include Area Code)		
APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE SUBMITTED FOR APPROVAL		E-MAIL ADDRESS	

<b>TALL STRUCTURES</b>				
Does any construction exceed 200 ft. above ground level? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Is there any construction within 20,000 ft. of an airport? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If you have marked yes, to either question above, than a letter of approval is required by the Federal Aviation Administration and MDOT/Bureau of Aeronautic & Freight Services.				

*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

**NOTE: IF THE PROJECT IS UNDER \$15,000 THAN A DESIGN PROFESSIONAL IS NOT REQUIRED. IF THERE IS NO DESIGN PROFESSION THAN THE SUPERINTENDANT OF THE SCHOOL SYSTEM MUST CERTIFY THE INFORMATION ABOVE. IF A DESIGN PROFESSIONAL IS RESPONSIBLE EVEN THOUGH IT IS NOT REQUIRED THEY MUST CERTIFY THE APPLICATION.**