

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

517-241-9317

www.michigan.gov/bcc

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

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 <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____		COUNTY
		ZIP CODE

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, 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, the applicant is responsible for any environmental approvals required for the site.

U.S. Postal Service
MI Dept. of Licensing and Regulatory Affairs
Bureau of Construction Codes
Plan Review Division
P.O. Box 30255
Lansing, MI 48909

Courier Other Than U.S. Postal Service
MI Dept. of Licensing and Regulatory Affairs
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