



COMMERCIAL- NEW TENANT INTERIOR FINISH **BUILDING PERMIT APPLICATION CHECKLIST- 2015 MBC**

This list is not all-inclusive of all requirements but can be used as a general guide for plan review.

General

- All drawings shall be completely dimensioned
- Drawn to scale not less than 1/8" = 1'0" or 1" = 20 ft. for plot & site plans
- Drawing shall be prepared on sheet paper size no smaller than 8-1/2" x 11"
- Complete scope of work must be clearly identified for all phases of construction, indicating compliance with the current edition of Michigan Building Code.

Application submittal requirements:

- Building permit application
- Minimum submittal fee of \$220.00 (\$40.00 administration fee + Plan review of 2 hours @ \$80/hr.)
- Submit (3) copies of sealed plan sets that include:
- Cover page with drawing index and code analysis
 - Code summary to include at a minimum: Occupancy classification, occupant load calculations, exit and egress path requirements, sprinkler requirements, plumbing fixture requirements, wall ratings, etc.
- Key plan showing location of space or area of work within the whole building
- Architectural Site Plan (for reference)
- Floor plans
 - List adjacent tenants and their occupancy classification
 - Label all spaces and any fire rating requirement of existing tenant demising walls
- Fixture, furniture, storage racks and equipment plan
- Door, window and finish schedules
- Accessible interior restroom elevations
- Wall sections
- Construction details
- Mechanical, plumbing and electrical plans and schedules and cutsheets for all kitchen equipment and a copy of your menu (if applicable)

Required Inspections (as applicable):

(Inspection scheduling only available through the Online CityView Portal)

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|--|---|
| <input type="checkbox"/> Footing Inspection before Concrete | <input type="checkbox"/> Masonry base flashing / moisture barrier |
| <input type="checkbox"/> Concrete floor before concrete | <input type="checkbox"/> Building open Ceiling |
| <input type="checkbox"/> Rough Framing / Concealed Fire Stopping | <input type="checkbox"/> Final Fire Marshal Inspection |
| <input type="checkbox"/> Insulation Inspection | <input type="checkbox"/> Final Inspection C of O (Bldg) |
| <input type="checkbox"/> Fire Rated Wall / Fire Stopping | |

Licenses: Michigan does not license commercial building companies however all plans must be designed and sealed by a Michigan Architect or Engineer.



Common Code requirements:

- Hi/Lo drinking fountain required except for A-2. Water coolers are not a compliant substitute.
- An occupant load of more than 15 required separate accessible male/female restrooms.
- Point of service counters or reception desks to have a min. 36" wide x max. 36" high accessible area.
- The seating or number of fixtures shown on plans cannot exceed the calculated occupant load.

Additional Information:

- Zoning compliance certificate must be obtained and Re-Occupancy Inspection scheduled required before submitting tenant plans for review.
- A building code review may be required for all new tenants even if there are no proposed alterations to the space.
- Fire suppression and alarm permits are deferred submittals. Contact the Fire Marshal's office to submittal process.
- All commercial work must be signed and sealed by a Michigan Architect or Engineer. Sealed plans may be embossed, wet sealed or electronically sealed. FOIA requests for previously approved plans will require authorizations from Building Owner and Design Professional that sealed the plans.
- Plan reviews may take up to 15 business days. Check plan review status by using our City View Online Portal.
- Separate trade permits are required and cannot be issued until after the principal building permit is issued.
- Landlord work for white box or interior alterations should not include tenant information since the permit will not result in a Tenant Certificate of Occupancy. Tenants must submit business specific floor plans and code summaries for review. All new tenants must follow the (3) step process of obtaining a Zoning Compliance Certificate, ordering a Re-Occupancy Inspection and obtaining a Building Permit (unless otherwise noted on the Re-occupancy Inspection).
- **If there is a change of occupancy classification or over 50% of the space is renovated the space must comply with all current code requirements including number of restrooms and accessibility.**
- Building & Inspection Services does not provide design or code consultation services. **Please consult with a registered design professional regarding code requirements that will affect your design.**