

## **BUILDING CODES/CONSTRUCTION INFORMATION**

### **COMMERCIAL BUILDING PERMIT/PLAN SUBMITTAL CHECKLIST**

This checklist contains the standard information required for commercial construction projects submittals. For additional information, please contact the Buildings & Safety Engineering Department (BSED), Coleman A. Young Municipal Center – 4th Floor, Detroit, MI 48226. The telephone number is (313) 224-0167.

All commercial building permit submittals should include a completed Building Permit Application. The project has to be designed by Michigan licensed professional engineers and architects. The drawings are to be prepared under their supervision and then signed and sealed by them. The design has to meet the zoning and construction codes in effect at the time of plan submittal. Three complete sets of plans drawn to scale, one set of calculations and one set of specifications are to be submitted for plan review.

Permit and plan review fees are based on the City of Detroit fee schedule. A deposit is required at the time of log-in. The balance of the permit fees is to be paid at the time of permit issuance, after review and approval of the plans.

#### **Building Permit Application**

The application will require the following information:

- Project location and description
- Property legal description and owner information
- Contractor/applicant information
- Notarized signatures of owner and applicant

#### **Construction Codes**

The City of Detroit enforces the State of Michigan Construction Codes. For the current edition of these codes, please go to the State Web site at [www.michigan.gov](http://www.michigan.gov)

- Michigan Building Code (includes the Michigan Barrier Free Design Rules)
- Michigan Residential Code
- Michigan Mechanical Code
- Michigan Electrical Code
- Michigan Plumbing Code
- Michigan Uniform Energy Code
- Michigan Rehabilitation Code for Existing Buildings

#### **City of Detroit Zoning Ordinance**

*City of Detroit Zoning Ordinance, Chapter 61, Detroit City Code*

The Code is available on the City of Detroit Web site at [www.detroitmi.gov](http://www.detroitmi.gov)

#### **Construction Documents**

The plans required are as follows:

## **SITE PLAN**

Sealed and signed by a Michigan licensed architect/professional engineer/surveyor as applicable

- Actual address of the project (suite number and floor number, if applicable)
- Show the size and shape of the lot
- Identify the property lines with dimensions
- Show all buildings and structures
- Provide distances between the buildings/structure and also to the property lines
- Show the streets and alleys
- Indicate the North direction
- Show the parking spaces (standard and accessible), and provide parking calculations
- Show all utilities
- Provide accessibility routes including ramps as required

## **ARCHITECTURAL PLAN**

Sealed and signed by a Michigan licensed architect/professional engineer

- Provide a building information block containing
  - Occupancy: Type of construction
  - Area of each building and each tenant space - Sprinklers: yes or no
  - Fire alarms: yes or no - Emergency lighting: yes or no
  - Number of exits required - Number of exits provided
  - Number of floors in the building - Floor number of project area
- Show complete floor layout including equipment
- Identify fire area separation walls
- Identify the use of each room
- Show all doors and windows and state the size of each
- Show the complete exiting layout
- Provide accessibility routes including ramps as required
- Provide a wall schedule to identify walls to be demolished, new or existing, load bearing or non-bearing.
- Show heights of all walls
- Provide dimensions of rooms, corridors, doors etc. Complete dimensioning is required. No scaling of drawings allowed.
- State the occupancy classification of the adjoining suites
- Show accessibility information to include location of accessible elevators and restroom facilities
- Show elevations and sections as necessary for the code compliance evaluation

## **PLUMBING & MECHANICAL PLAN**

Sealed and signed by a Michigan licensed professional engineer

- Provide complete floor plan of mechanical layout (ductwork, a/c units, air handlers, diffusers, etc.)
- Provide complete floor plan showing restrooms, water closets, sinks, lavatories, etc.

- Provide a plumbing isometric drawing (drains, waste and vent systems)
- Provide water meter size and fixture unit calculations
- Provide roof drainage calculations
- Provide site drainage drawings and calculations
- Provide a gas pipeline isometric drawing
- Provide mechanical ventilation calculations

### **ELECTRICAL PLAN**

Sealed and signed by a Michigan licensed professional engineer

- Show the location of the Service Connection
- Show the location of each sub panel
- Provide lighting floor plan
- Provide power floor plan showing receptacles, switches, outlets, etc.
- Provide a one line drawing of the complete electrical system showing
  - Service voltage, ampacity, phases and overcurrent devices
  - Maximum available fault current
  - Conductor sizes
  - Sizes and types of wire of all grounding and bonding conductor, and grounding detail
  - Show the sub panel and sizes of the feeders
- Exterior lighting plan including fixture types, wattage, and conductor sizes
- Nameplate rating for all motors, elevators, a/c units and equipment
- Provide panel schedule (for each sub panel) showing:
  - Panel number (identity of the panel)
  - Size of main breaker as applicable
  - Available fault current, fault current calculation and panel a/c rating
  - Total load calculations
- Identify any hazardous or classified areas as per NEC

### **STRUCTURAL DRAWINGS**

Sealed and signed by a Michigan licensed professional engineer

- Foundation plan • Floor framing plan • Roof framing plan
- Wall framing • Cross sectional views
- Connection details • Header details
- Calculations (sealed) • Soils report

For remodeling and alterations provide structural calculations addressing additional loads to building

### **DETAIL DRAWINGS**

Sealed and signed by a Michigan licensed architect/professional engineer

- Cross sectional views • Wall details • Material list for finishes
- Door schedule • Window schedule • Hardware schedule

**NOTE: Additional drawings may be required depending on project complexity.**

**SOIL EROSION & SEDIMENTATION CONTROL PERMIT**

Obtain a soil erosion and sedimentation control permit (if required) from Wayne County Department of Environment, Land Resources Management Division, 3600 Commerce Court, Building E, Wayne, MI 48184. The telephone number is (734)326-3936. The fax number is (734) 326-4421.

**APPROVAL BY OTHER AGENCIES OR DEPARTMENTS**

Review and approvals by other agencies and departments, such as Fire Marshal, Water & Sewerage Department, Department of Public Works (traffic engineering, curb cuts, encroachment), and Department of Health and Wellness Promotion, may be necessary before a permit can be issued.