



**Application for Plan Examination
 Building Code Enforcement
 301 Washington Avenue
 Bay City, MI 48708
 (989) 894-8162**

Permit # _____
 Receipt # _____
 Check # _____
 Permit Cost _____
 BS&A# _____

Authority: 1972 PA 230 Completion: Voluntary Penalty: Plans will not be reviewed	
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Note: The applicant is responsible for all fees applicable to this application.

FACILITY INFORMATION

FACILITY NAME	STREET/SITE ADDRESS
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BUILDING DATA

GROSS FLOOR AREA
 New Building _____
 Addition _____
 Alteration _____
 Repair _____

CLASSIFICATION PER BUILDING CODE

Building Use _____
 Construction Type _____
 No. of Occupants _____
 Area/Floor _____
 No. of Floors _____

FIRE SPRINKLERS

Entire Building
 Limited Area _____
 None

<input type="checkbox"/> School or Government Building is Less Than \$15,000.00	Project Scope _____
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PLAN REVIEW REQUEST

Building
 Electrical
 Mechanical
 Plumbing
 Other _____
 Barrier Free
 Footing / Foundation
 Fire Sprinkler
 Energy

BUILDING OWNER

NAME (Company or Individual)			CONTACT PERSON	
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

PROJECT ARCHITECT / ENGINEER

NAME (Company or Individual)			MICHIGAN LICENSE NUMBER	
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 (Required)
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPLICANT SIGNATURE (Must be an original signature)			DATE	FAX NUMBER (Include Area Code)

Principal Type of Heating Fuel				
<input type="checkbox"/> 6. GAS	<input type="checkbox"/> 7. OIL	<input type="checkbox"/> 8. ELECTRICITY	<input type="checkbox"/> 9. COAL	<input type="checkbox"/> 10. OTHER _____
C. Type of Sewage Disposal				
<input type="checkbox"/> 11. PUBLIC OR PRIVATE COMPANY	<input type="checkbox"/> 12. SEPTIC SYSTEM	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	
Type of Water Supply				
<input type="checkbox"/> 13. PUBLIC OR PRIVATE COMPANY	<input type="checkbox"/> 14. PRIVATE WELL OR CISTERN	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	

Instructions for Application for Plan Examination

Facility Information: Provide all requested information.

Submittal: Indicate what is being

Building Data: Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code.

Plan Review Request: Mark all plan reviews desired or required.

Project Architect / Engineer: Provide all 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 complete application, full fee required made payable to the City of Bay City and three (3) sets of plans and/or specification 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.

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plans, details, roof plan, roof finish schedule, door schedule, roof live and dead loads.

Electrical Code: Plans for all electrical systems using more than six (6) circuits, except one – and two-family dwellings 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.

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.

Plumbing Code: Site plan, floor plans DMW riser diagrams and water distribution systems and roof plan. Show directions 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.

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.

Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence, concerning the requested plan reviews, will be sent to the applicant and the project architect/engineer, if one is provided.

Validation Area