



CITY OF ANN ARBOR, MICHIGAN
Planning & Development Services
INFORMATION SHEET 14

Issued January 2, 2008

**BUILDING PERMIT PRE-REVIEW CHECKLIST
COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY
NEW OR REMODELING OF EXISTING**

The purpose of this checklist is to speed the plan review process by helping the applicant include complete information.

Please review the following prior to submittal. **Failure to include all required items will result in the application being rejected or Plan Review held up until all requirements are met.**

- Completed Building Permit Application.
- Two sets of drawings **SIGNED AND SEALED** by a registered design professional showing the proposed work. Original signature and seal only—no copies. All sheets must be signed and sealed. If the set contains a title sheet with a list of drawings, only the title sheet needs to be signed and sealed.
 - Drawings should be no larger than 24 inches x 36 inches. And no smaller than 8½ inches x 11 inches. No pencil drawings. Reproductions on substantial paper are required—no tracing paper. All sheets should be the same size. If drawings are larger than 24 inches x 36 inches, contact the Plan Reviewer prior to submittal.
 - Indicate the name, address and phone number of project designer of record (engineer and/or architect).
 - Index of drawings on the first sheet.
 - List applicable code used.
 - Indicate sprinklered/non-sprinklered.
 - Indicate the Use Group classification and Construction Type classification on the drawings and application form. In remodeling projects, drawings should clearly indicate the previous use of the building.
 - Indicate the Design Occupancy Load (number of people).
 - Site plan and/or key location plan showing footprint, easements, sidewalks, any fire area separation walls, fire walls, or party walls, grade elevations, adjoining tenants, setbacks, utilities hydrant locations and drainage system. Site plans must be prepared and sealed by a registered engineer or architect.
 - Date indicating when the drawing was prepared.

- Drawings must be stapled into sets, in order, with each page numbered consecutively.
- Drawings must have the address of the project on at least the cover sheet.
- Drawings must be scaled (1/8 inch minimum).
- Drawings should be competently drawn, clear, with readable writing, clear as to what work is being done. Hand drawn sketches are not acceptable.
- Drawings must include the following:

Floor Plans of all floors, including a foundation plan. Plans should show all relevant information such as door swings, stairs, windows, plumbing fixtures, built-ins, etc. and dimensioned to describe all space sizes. Wall materials clearly described. Spaces should be identified by name and/or intended use. Fire rated walls identified by hourly rating. Show location of exits.

For remodeling projects, provide floor plans of all floors being remodeled. Distinguish new from existing - a dashed line should indicate structures or items to be removed.

All elevations to describe the building exterior.

Cross sections, wall sections and detail sections to describe the building construction.

Accessibility details and/or interior elevations indicating Michigan Barrier Free compliance.

Calculations to show compliance with plumbing fixture requirements.

All new fire protection assemblies, including UL numbers as necessary.

Complete structural information including beam sizing, framing plans etc. Provide calculations if necessary. Pre fabricated truss specifications must be provided on-site with the approved plans at the time of rough building inspection.

Complete description of the HVAC systems to include ductwork and piping. Separate application for Mechanical systems is required by the City of Ann Arbor. All trade contractors are required to register with the City and would apply/pay for their own respective permits.

Complete description of the plumbing systems including plumbing schematic and principal plumbing including total number of fixtures. Separate application for Plumbing systems is required by the City of Ann Arbor. All trade contractors are required to register with the City and would apply/pay for their own respective permits.

Complete description of the electrical systems including lighting, service and power equipment layouts, circuits and their capabilities. Separate application for Electrical systems is required by the City of Ann Arbor. All trade contractors are required to register with the City and would apply/pay for their own respective permits.

It is not absolutely necessary that Mechanical, Electrical and Plumbing drawings be submitted with the initial application. They must, however, be submitted within a reasonable time and approved drawings must be on site prior to inspection.

Please note that Washtenaw County Environmental Health Department approval is necessary for facilities with food or bar service. Building permits will not be issued until this approval has been received by the City of Ann Arbor, Planning and Development Services.

After you review this checklist, you may choose to revise your plans prior to submittal. Planning & Development personnel will review this checklist with you. If you do not wish to wait and go over this checklist with personnel, we will review and advise you of any deficiencies.

Your plans may be returned for this reason and we will advise you of the reason for the return. Please keep in mind that any deficiencies may prolong your permitting process, therefore, we strongly advise your review of this checklist and completed applications. If your plans are complete and meet with the City of Ann Arbor Planning & Development requirements, they will be routed for review.

Please note that prior to issuing the permit for large projects that involve new buildings Plan Review needs approval from all divisions and the drawings released for review. When these projects are submitted they go to the Development Inspector first. He sends out an email to various City divisions requesting a release from them. These divisions include Engineering, Systems Planning, Utilities, Fire, etc. Once we receive clearance from all of these divisions the drawings will be released to Plan Review and they will be scheduled for review.

Plans for new buildings or developments are not usually reviewed as soon as they are submitted for building permit, as sometimes it can take months from the time they are submitted to the time all engineering reviews are completed and approved. There are numerous projects that have all of their approvals and are ready to be issued. Plan Review is not able to review drawings that might be placed on hold for an unknown period of time. Also, we have found that between the time that the drawings are first submitted and the time the permit is issued, many changes can be made to the drawings and they then need to be reviewed again.

We suggest that you refrain from submitting these types of projects until you are sure that all of the releases are confirmed or close to confirmation. Planning & Development Services does not have space to store drawings that are not ready for review.

OFFICE USE ONLY

- Plans are adequate for submittal and routing
- Plan deficiencies are checked
- Applicant advised of deficiencies on _____
(Please list the date and reason in permit tracking system)
- Applicant requests a plan review of the incomplete plans
(Please list in permit tracking system and notify applicant that plan review could be held up for insufficient information)

Intake by: _____

Date: _____