



# CITY OF ANN ARBOR, MICHIGAN

## Planning & Development Services

### INFORMATION SHEET 13

Issued December 10, 2007

## **BUILDING PERMIT PRE-REVIEW CHECKLIST**

### **ONE AND TWO FAMILY HOMES**

#### **NEW HOMES OR ADDITION/REMODELING OF EXISTING**

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

This Information Sheet serves as a guideline to help customers understand the requirements for obtaining a residential building permit. Please keep in mind that this information pertains only to residential structures with one or two dwelling units (duplexes). Residential structures with three or more dwelling units are considered to be commercial developments, the application requirements for which are outlined in Information Sheet 11.

**Caution:** Mail order plans—Mail order plans for new houses usually meet the local codes and ordinances in the jurisdiction where they were prepared. The drawings may not meet the Michigan Residential Code requirements and local building practices. Property owners should review the plans with someone familiar with Michigan Building Code requirements for compliance and prepare any modifications before application. Customers may find it necessary to seek professional assistance.

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.
- Site plan showing location on lot (not required for interior remodeling projects.)
- Grading application and plans. Required for new homes or additions only. Plan requirements are located on the grading application.
- Building square footage on the drawing and on the application form. Please note that one-and two-family dwellings 3,500 square feet or greater require drawings **SIGNED AND SEALED** by a registered design professional. Signatures and seal must be originals—no copies.
- Two sets of drawings showing the proposed work.
  - Drawings should be no larger than 24 inches x 36 inches and no smaller than 8½ inches x 11 inches. No original pen or pencil drawings. Reproductions on substantial paper are required—no tracing paper. All sheets should be the same size.
  - 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 legible writing. An architect is not required but drawings should be clear as to what work is being done. Hand drawn rough sketches are not acceptable.
- Drawings must include the following:
  - Floor Plans of all floors, showing all relevant information such as door swings, stairs, windows, plumbing fixtures, built-ins, etc. and dimensioned to describe all space sizes. Spaces should be identified by name and/or intended use.
  - Elevations of the work being done to describe the building exterior.
  - Cross sections, wall sections and detail sections to describe the building construction.
  - Structural information if necessary including beam sizing, framing plans etc. Provide calculations if necessary. Truss specifications must be provided on-site with the approved plans at the time of rough building inspection.
  - On remodeling projects, distinguish new from existing. A dashed line should indicate structures or items to be removed.
- New houses will require a "Michigan Energy Code Compliance" form be completed and submitted with the application.

After you review this checklist, you may choose to revise your plans prior to submittal. Planning & Development staff will review this checklist with you. If you do not wish to wait and go over this checklist with staff, 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 Services requirements, they will be routed 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 permitting system)
- Applicant will submit the application after plans are revised  
(Please list in permitting system)

Intake by: \_\_\_\_\_

Date: \_\_\_\_\_