



**City of Ann Arbor**  
**PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES**

301 E Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
p. 734.794.6263 | f. 734.994.8460 | building@a2gov.org

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

This checklist is designed 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 may 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. If the set contains a title sheet with a list of drawings, only the title sheet needs to be signed and sealed. Drawings must be stapled into sets, in order, with each page numbered consecutively.
- Drawings should be no larger than 24 inches x 36 inches. And no smaller than 8½ inches x 11 inches. All sheets should be the same size.
- Drawings must be scaled (1/8 inch minimum).

**COVER SHEET**

- Drawings must have the address of the project on at least the cover sheet.
- Indicate the name, address and phone number of project designer of record (engineer and/or architect).
- Provide an index of drawings on the cover sheet.
- List applicable codes used.
- Indicate the existence and/or proposed installation of fire suppression.
- 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).

**OTHER REQUIRED SHEETS**

- Include Site plan and/or key location plan showing footprint, easements, sidewalks, grade elevations, adjoining tenants, setbacks, utilities hydrant locations, and drainage system.
- Indicate any fire area separation walls, fire walls, or party walls, Fire rated walls identified by

hourly rating.

- Floor Plans of all floors, including a foundation plan.
- Plans should also contain all relevant information such as door swings, stairs, windows, built-ins, etc. Wall materials must be clearly described.
- Spaces should be identified by name and/or intended use. 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.
- Include 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.
- All trade contractors are required to register with the City and apply/pay for their own respective permits.
- Complete description of the electrical systems including lighting, service and power equipment layouts, circuits and their capabilities.
- It is not absolutely necessary that Mechanical, Electrical and Plumbing drawings be submitted with the initial application. They must, however, be submitted prior to the issuance of trade permits, 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. A Certificate of Occupancy will not be issued until this approval has been received by the City of Ann Arbor, Planning and Development Services.

Construction permits cannot be issued until all required City of Ann Arbor reviews are completed. These reviews could include Planning, Zoning, Water & Sewer, Engineering, Police, Fire, Grading, and Soil Erosion.

**OFFICE USE ONLY**

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