



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

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### BUILDING PERMIT PRE-REVIEW CHECKLIST ONE & TWO FAMILY HOMES

Complete submissions are vital to expediting the Plan Review process. This guideline is for one and two family houses only. Residential structures containing three or more units are considered commercial developments. Please see the Commercial Permit Checklist.

All one and two family submissions are reviewed under the 2015 Michigan Residential Code and the applicable codes referenced in that edition. Generic plans — such as mail ordered — should be reviewed by a design specialist to avoid possible rejection.

Please complete the checklist prior to submittal. **Failure to include all required items may result in rejection of the plan or delays in approval.**

- 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. An electronic submission is also acceptable.
- 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.
- Date indicating when the drawing was prepared.
- Drawings must be stapled into sequential sets 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).
- Plans should be competently drawn, clear, with legible writing. An architect is not required (except as noted above), but drawings should clearly indicate the proposed work. Hand drawn rough sketches are not acceptable.

Drawings must include the following:

- For new house construction, provide 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.
- 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. **Remodeling of rental properties will require that floor plans of all levels be submitted.**
- Elevations of the proposed work should represent the building exterior from each direction -- including window & door dimensions, finish material, etc.
- Cross sections, wall sections, and detail sections to describe the building construction.
- Structural information should include dimensions for beams, rafters, wall framing, headers, sheathing, and joists.
- Please see the Construction Drawing Requirements information sheet for more detailed drawing requirements.
- New houses and additions are required to be in compliance with all provisions of Chapter 11 of the current Michigan Residential Code.

Remember, incomplete or noncompliant plans will be returned by the review professional with a list of deficiencies. This process will delay the issuance of your permit. All questions regarding this plan submission should be directed to the Building Official or designated Review Professional.