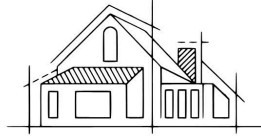


Plan Review Application

CHARTER TOWNSHIP OF LANSING
 BUILDING DEPARTMENT
 3209 W Michigan Ave.
 Lansing, MI
 800-627-2801
 800-627-2801 Ext. 1



BUILDING DEPARTMENT

Deposit Fee: \$130.00 (the first \$130.00 of an application is non-refundable) Final fees will be calculated after the completion of the plan review's and the deposit will be subtracted from the total fee. **Make checks payable to CHARTER TOWNSHIP OF LANSING**

Authority: 1972 PA 230	Office use only Deposit Payed BY Check # _____
Penalty: Failure to provide information may result in denial of your request.	Received on: _____

PROJECT OR FACILITY INFORMATION

Project / FACILITY NAME	STREET / SITE ADDRESS
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____	
COUNTY	

APPLICANT (Note: All correspondence will be sent to this address)

NAME OF COMPANY	APPLICANT NAME	LAST 4 DIGITS OF FEIN OR SS NO.
ADDRESS	CITY	STATE
		ZIP CODE
EMAIL ADDRESS		TELEPHONE NUMBER (Include Area Code)

PLAN REVIEW INFORMATION

GROSS FLOOR AREA				
<input type="checkbox"/> New Building _____	<input type="checkbox"/> Addition _____	<input type="checkbox"/> Alteration _____	<input type="checkbox"/> Repair _____	
CLASSIFICATION PER BUILDING CODE				
Building Use _____	Construction Type _____	No. of Occupants _____	Area/Floor _____	No. of Floors _____
FIRE SPRINKLERS				
<input type="checkbox"/> Entire Building	<input type="checkbox"/> Limited Area _____	<input type="checkbox"/> None		
<input type="checkbox"/> Government Project Cost Less Than \$15,000.00	Project Description _____			
<input type="checkbox"/> Addendum No. _____	<input type="checkbox"/> Bulletin _____	Original Project No. _____		

PLAN REVIEW

Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

Three (3) sets of construction documents are required with each application for plan examination.

Building (includes barrier free) Electrical Mechanical Plumbing
 Footing / Foundation Fire Sprinkler Other _____

BUILDING OWNER

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

PROJECT ARCHITECT / ENGINEER

NAME OF COMPANY	LICENSED INDIVIDUAL	MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE
		ZIP CODE
TELEPHONE NUMBER (Include Area Code)		

AFFIDAVIT

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE	DATE
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Instructions for Application for Plan Examination

Project or Facility Information: Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

Applicant Information: Provide all requested information including a signature. All correspondence will be sent to this address, and this entity will be responsible for all fees.

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

Plan Review: Mark all plan reviews desired or required.

Building Owner: Provide the requested information.

Project Architect / Engineer: Provide all requested information.

For each facility, submit completed application. Three (3) sets of plans and/or specifications with **original seals and signatures** in accordance with 1980 PA 299. Fire sprinkler shop drawings and computations are not required to be sealed by a design professional.

When is a plan review required?

Building

- 1: Plan review is required for all buildings, except the following:
- 2: One- and two-family dwellings less than 3,500 square feet of calculated floor area.
- 3: Work completed by a governmental subdivision or state agency costing less than \$15,000.

Electrical

- 1: Plan review is required for all electrical, except the following:
- 2: When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
- 3: Work completed by a governmental subdivision or state agency costing less than \$15,000.

Mechanical

- 1: Plan review is required for all mechanical, except the following:
- 2: One- and two-family dwellings when the building heating/cooling system input is 375,000 Btu's or less.
- 3: Alterations and repair work determined by the mechanical official to be of minor nature.
- 4: Business, mercantile, and storage buildings with HVAC equipment only, with one fire area and not more than 3,500 square feet.
- 5: Work completed by a governmental subdivision or state agency costing less than \$15,000.

Plumbing

- 1: Plan review is required for all plumbing, except the following:
- 2: One- and two-family dwelling containing not more than 3,500 square feet of building area.
- 3: Alterations and repair work determined by the plumbing official to be of minor nature.
- 4: Buildings with a required plumbing fixture count less than 12.
- 5: Work completed by a governmental subdivision or state agency costing less than \$15,000.

When are sealed and signed drawings by an architect/engineer required?

- 1: Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature are not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. All commercial building permits project drawings must be sealed and signed by a Michigan licensed architect/engineer.

Upon Receipt of all applications

Further correspondence, concerning the plan reviews, will be sent to the project architect/engineer.