



MUSKEGON CHARTER TOWNSHIP

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CHECKLIST FOR COMMERCIAL CHANGE OF USE

ALL THE FOLLOWING ITEMS ARE REQUIRED PRIOR TO PLAN REVIEW OF ANY DRAWINGS

PROJECT NAME _____

- _____ **SEVEN (3) SETS OF DRAWINGS INCLUDING A COPY IN PDF FORMAT**
ONE SET WILL BE APPROVED AND RETURNED TO YOU. THIS SET MUST BE ON THE JOB SITE OR **NO** INSPECTIONS WILL BE CONDUCTED. THE DRAWINGS MUST BE ACCOMPANIED WITH ANY ENGINEERED SHOP DRAWINGS RELEVANT TO YOUR PROJECT.
CONSTRUCTION DOCUMENTS SHALL BE TO SCALE AND OF SUFFICIENT CLARITY TO INDICATE THE LOCATION, NATURE AND EXTENT OF THE WORK PROPOSED AND SHOWN IN DETAIL AND WILL CONFORM TO THE PROVISIONS OF THIS CODE.
- _____ TYPE OF CONSTRUCTION (BY ARCHITECT) _____
- _____ PROPOSED USE OF BUILDING - i.e. RETAIL, STORAGE _____
- _____ SIGNED AND COMPLETED BUILDING PERMIT APPLICATION
- _____ ZONING APPROVAL
- _____ MICHIGAN ENERGY CODE SUBMITTALS
- _____ ELECTRICAL (INCLUDING PANEL DISTRIBUTION, LOADS & GROUNDING)
- _____ MECHANICAL (INCLUDING EQUIPMENT SCHEDULE, GAS LINE SCHEDULE, DUCTING AND CFM'S)
- _____ PLUMBING (INCLUDING WATER LINE SERVICE, ISOMETRIC & RISER DETAILS, FIXTURE LOADS & FLOOR DRAIN)
- _____ FIRE PROTECTION (CUT SHEETS & DRAWINGS IF APPLICABLE)
- _____ FIRE ALARMS (CUT SHEETS & DRAWINGS IF APPLICABLE)
- _____ EMERGENCY LIGHTING PLAN
- _____ POINT STUDY (IF OVER 50 PEOPLE) FOR EMERGENCY LIGHTING (FOOT CANDLE LEVELS)

REQUIRED PRIOR TO BUILDING PERMIT ISSUANCE (IF APPLICABLE)

- _____ SPECIAL INSPECTIONS FORM COMPLETED BY DESIGN PROFESSIONAL (SOIL COMPACTION TESTING, CONCRETE STRENGTH TESTING, FINAL WALK THRU BY ARCHITECT)
NOTE: ADDITIONAL SPECIAL INSPECTIONS MAY BE REQUIRED BASED ON COMPLEXITY OF PROJECT

CONTRACTOR'S INITIAL _____

DATE _____