



**MUSKEGON CHARTER TOWNSHIP**

1990 E Apple Ave, Muskegon, Michigan 49442

Telephone: (231)777-2555

**CHECKLIST FOR COMMERCIAL NEW BUILDING**

**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 \_\_\_\_\_

\_\_\_\_\_ SITE PLAN – MUST BE ATTACHED TO DRAWINGS SUBMITTED FOR BUILDING PERMIT AND INCLUDE LOCATION OF ALL STRUCTURES INCLUDING PROPOSED ADDITION & DRIVEWAY (LENGTH & WIDTH) & LABEL STREETS

\_\_\_\_\_ SIGNED AND COMPLETED BUILDING PERMIT APPLICATION

\_\_\_\_\_ COPY OF SITE PLAN APPROVAL LETTER FROM CITY PLANNER

\_\_\_\_\_ ASCE CALCULATIONS (STRUCTURAL LOADING)

\_\_\_\_\_ 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)

**(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**

\_\_\_\_\_ DEQ – WETLAND AND CRITICAL DUNES

\_\_\_\_\_ SOIL EROSION – WITHIN 500' OF ANY BODY OF WATER, INCLUDING WETLANDS

\_\_\_\_\_ HEALTH DEPARTMENT

\_\_\_\_\_ DEPARTMENT PUBLIC WORKS – WATER & SEWER ASSESSMENT

\_\_\_\_\_ COUNTY DRAIN COMMISSIONER – COUNTY DRAINS

\_\_\_\_\_ DEPARTMENT OF PUBLIC WORKS PERMIT RIGHT OF WAY PERMIT (DRIVE APPROACHES)

\_\_\_\_\_ DESIGN FLOOD ELEVATION

\_\_\_\_\_ AIRPORT MAY REQUIRE A FORM 7460-1 WITH MAP

CONTRACTOR'S INITIAL \_\_\_\_\_

DATE \_\_\_\_\_