



Application for Building Plan Review

City of Jackson
 161 W. Michigan Avenue
 Jackson, MI 49201
 (517) 788-4012
 www.cityofjackson.org

All applicable information **must** be provided

Deposit Fee: \$100.00 (non-refundable)

Authority: 1972 PA 230 Completion: Voluntary Penalty: Plans will not be reviewed	The City of Jackson will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
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Note: The applicant is responsible for all fees applicable to this application.

Facility Information		
Facility Name	City of Jackson, Jackson County	
Street / Site Address	Parcel No.	
Submittal		
For Office use only: <input type="checkbox"/> Addendum No. _____ Original Submission No. _____		
Building Data		
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"/> School or Government Building is Less Than \$15,000.00		Project Scope _____
Plan Review Request		
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____		
<input type="checkbox"/> Barrier Free <input type="checkbox"/> Footing/Foundation <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Energy		
Building Owner		
Name (Company or Individual)		Contact Person
Address	City, State, ZIP	Telephone Number (include Area Code)
Project Architect/Engineer		
Name (Company or Individual)		Michigan License Number
Address		Telephone Number (include Area Code)
City, State, ZIP	E-mail Address	Fax Number (include Area Code)
Applicant (Note: All correspondence will be sent to this address)		
Name of Company		FEIN
Applicant Name		E-mail Address
Address	City, State, ZIP	Telephone Number (include Area Code)
Applicant Signature (must be original signature)		Date
		Fax Number (include Area Code)

Plan Review fee is based on a percentage of estimated construction value.

***Use Group and Construction Type will be verified by Building Code Official, which may result in an adjustment of the plan review fee.**

Instructions for Application for Plan Review

Facility Information: Provide all requested information.

Submittal: Indicate what is being submitted.

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

Plan Review Request: Mark all plan reviews desired or required.

Project Architect/Engineer: Provide all requested information.

Applicant: Provide all requested information with an original signature. All correspondence will be sent to this address, and this entity will be responsible for all fees.

Required Submittals for Plan Review

For each facility, submit completed application, \$100.00 non-refundable deposit fee made payable to the **City of Jackson** and

- three (3) sets of plans and/or specifications for alterations/remodels; or,
- seven (7) sets of plans and/or specifications for new construction

with **original seals and signatures** in accordance with 1980 PA 299. Upon final approval, submission of an electronic version is required in .pdf format on a compact disk. Fire sprinkler shop drawings and computations are not required to be sealed by a design professional.

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plans, details, roof plan, roof finish schedule, door schedule, roof live and dead loads.

Electrical Code: Plans for all electrical systems using more than six (6) circuits, except one- and two-family dwellings shall include lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service locations and riser diagram, load calculations, appropriate plans showing standard symbols of all electrical equipment.

Mechanical Code: Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts.

Plumbing Code: Site plan, floor plans DMW riser diagrams and water distribution system and roof plan. Show direction of low, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet.

Energy Code: Floor plans, building sections, details, average annual degree days, exterior envelope component materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

Fees

The first \$100.00 of an application is non-refundable.

Building Valuation*

\$0 - \$500,0000.0013 of building valuation, but not less than \$100.00

Over \$500,000 \$650.00 plus 0.0003 of building valuation over \$500,000

*based on Bureau of Construction Codes square foot construction cost table

Electrical, Mechanical and Plumbing plans submitted independent of a project requiring a building permit will be charged a **\$100.00 non-refundable deposit plus an hourly rate of \$100.00 for reviews that take longer than one (1) hour**. Any outstanding fees must be paid in full before approval.

Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence concerning the requested plan reviews will be sent to the applicant and the project architect/engineer, if one is provided.

Submit Plans to: Community Development Department
ATTN: Roger Iveson, Chief Building Official
161 West Michigan Avenue, Jackson, MI 49201
(517) 788-4012