

APPLICATION FOR PERMIT PLAN REVIEW

The information below shall be included with construction plans, if applicable. Also, provide any other information that you feel would be beneficial in expediting approval of construction plans.

All final inspections must be completed and approved for all trades prior to the issuance of the "CERTIFICATE OF OCCUPANCY". Each individual trade contractor must call for his own final inspection. **You cannot occupy a structure until a certificate of use and occupancy has been issued.**

Business Name: _____

Building Address: _____
(New addresses to be assigned by Inspection Dept)

Type of Business: _____

Arch/Eng/Repres: _____ Phone _____

Owner Name: _____ Phone _____

Owner Address: _____
City Zip

Builder Name: _____

Builder Address: _____

Contact person in case of problems or questions:

Name: _____ Phone _____

Cost of Project: _____

Commercial - Industrial - Multi-Family - Office

Use Group _____ Type of Construction _____ Occupancy Load _____

New Construction _____ Additions _____ Alterations _____ Change in use _____

Present Zoning _____ Legal _____ Legal Non-conforming _____ Proposed Zoning _____

Is structure in flood plain? _____ Have variances been granted? _____

Is a conditional use permit necessary? _____ Is one in effect? _____

Allowable height _____ Height _____ City Ordinances _____

Allowable height (Building Code) _____

Allowable size _____ Size _____ City Ordinances _____

Lot area requirements _____ Lot area _____ City Ordinances _____

Industrial User Questionnaire Completed _____

Provide all plans for project:

Building Electrical Plumbing Mechanical (HVAC)
Fire Protection Systems and Requirements

All Plans and specifications to be sealed
(Rule 405 State Construction Code)

Plans to show all Barrier Free facilities, including entrance, ramps, etc.

Does project require Barrier Free Variance?

All existing or proposed fire walls, party walls, fire separation walls, floor/roof/ceiling assemblies, etc. and their respective ratings.

The City of Jackson has adopted, administers and enforces the State of Michigan Building, Plumbing, Mechanical and Electrical Codes including all amendments, references and supplements.

ANY OMISSION OF THE ABOVE DATA MAY DELAY PLAN REVIEW AND ISSUANCE OF PERMITS

Project Name: _____

Project Address: _____

DIRECTIONS FOR COMPLETION:

1. All Blanks on the form must be filled in
2. Forms must be completed by the Mechanical, Plumbing and Electrical Engineers or Architect.
3. If the forms are not filled out or if they are not returned with the drawings for approval, the documents will be considered as incomplete and will not be accepted.
4. The installation shall be in accordance with the City Inspection Division and all other applicable codes

Mechanical Systems:

(check were applicable)

HVAC:

Roof top Unit _____ Gas Heat _____ Unit Heaters _____ Split System _____ Boiler _____

Heating: *(domestic hot water)*

Gas _____ Electric _____ Size _____ Location _____
(MBH)

Air Conditioning:

Sensible Cooling:	_____ MBH	Supply Air:	_____ MBH
Latent Cooling:	_____ MBH	Min. Outside Air:	_____ MBH
Total:	_____ MBH	Max. Outside Air:	_____ MBH
Size of Cooling Unit:	_____ MBH		
Economizer Cycle:	_____		

Mechanical Load Data

Gas:

Natural _____ LPG _____
Water Heating: _____ Btu/Hr Input
Space Heating: _____ Btu/Hr Input
Total: _____ Btu/Hr Input

Water:

Estimated peak flow _____ GPM

Exhaust:

Size: _____ CFM
_____ In's Wg
_____ HP

Make-up air:

Size: _____ CFM
Type: _____
Location: _____
Service: _____

PLUMBING SYSTEMS

Domestic Water Heater:

Gas _____ Electric: _____

ELECTRICAL SYSTEMS

Available fault current _____ AIC
(Mandatory for services greater than 400 amp).

Service Panel

Main Circuit Breaker: _____ Amps
Size of conductors: _____
Number of conductors: _____
Size of conduit: _____

Dry-type transformers:

Primary voltage: _____
Secondary voltage: _____
KW: _____
Phases: _____

Panel:

Panel schedules mandatory with all prints:

Voltage: _____
Size: _____ AMPS
Phases: _____

ELECTRICAL LOAD DATA

Lighting	_____ Watts/amps	Condensing Unit:	_____ Watts/amps
Space Heating	_____ Watts/amps	Receptacles	_____ Watts/amps
Condensing Fan(s):	_____ Watts/amps	Water Heating	_____ Watts/amps
Sign Lighting	_____ Watts/amps	Show Case Lighting	_____ Watts/amps
Special Appliances	_____ Watts/amps	Fan Coil Unit:	_____ Watts/amps
Make-up Air Fan	_____ Watts/amps	Range Exhaust Fan	_____ Watts/amps
Return Air Fan	_____ Watts/amps	Total continuous load:	_____
Largest Motor:	_____ HP	Total non-continuous load:	_____
Show Case Lighting:	_____ Watts/amps	Total connected load:	_____

Prepared by: _____

