



## Application for Building and/or Site Plan Review

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

All applicable information **must** be provided  
 2015 Michigan Building Code / 2015 Michigan Residential Code  
 2015 Michigan Plumbing/Mechanical Code  
 2017 NEC & 2015 Michigan Rehabilitation Code  
 2015 Michigan Uniform Energy Code – Residential  
 2015 Michigan Uniform Energy Code - Commercial

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.**

<b>Facility Information</b>		
Facility Name		City of Jackson, Jackson County
Street / Site Address	Parcel No.	
<b>Plan Review Request</b>		
<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 <input type="checkbox"/> Site Plan		
<b>Building Data</b>		
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation		
<b>Project area information only</b>		
Use Group _____	Construction Type _____	No. of Occupants _____
No. of Floors _____	Area/Floor _____ / _____ / _____	Total Square Footage _____
<b>Fire Sprinklers</b>		
<input type="checkbox"/> Entire Building <input type="checkbox"/> Limited Area _____ <input type="checkbox"/> None		
<input type="checkbox"/> School or Government Building Less Than \$15,000.00		
<b>Description/Scope of Project:</b>		
<b>Building Owner</b>		
Name (Company or Individual)		Contact Person
Address	City, State, ZIP	Telephone Number (include Area Code)
<b>Project Architect/Engineer</b>		
Name (Company or Individual)		Michigan License Number
Address		Telephone Number (include Area Code)
City, State, ZIP	E-mail Address	Fax Number (include Area Code)
<b>Applicant</b> (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 ( <b>must be original signature</b> )	Date	Fax Number (include Area Code)
<b>Fees (Office Use Only)</b>		
Construction Type _____ Use Group _____ Project area square feet _____ Spreadsheet Est. Const. Value \$ _____ Contractor Est. Const. Value \$ _____		
<b>Plan Review Fee \$ _____ (Minimum \$100 Deposit Required; non-refundable)</b>		

## **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, etc.

**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 project, submit a completed application, and Plan Review Fees. Submit the following quantities of construction documents with **original seals and signatures** in accordance with 1980 PA 299. Upon final Plan Review approval, submit an electronic copy in pdf format on a compact disk. Fire sprinkler shop drawings and computations are not required to be sealed by a design professional.

### **New Construction/Additions:**

- 2 complete sets of plans, or:
- 1 complete set of specifications
- 1 set of plumbing plans
- 2 site plans
- 1 building profile plan
- 1 electronic copy of plans and specs.

### **Interior Renovation/Tenant Buildouts:**

- 2 complete sets of plans, or:
- 2 full sets of plans
- 1 set of plumbing plans
- 2 site plans

### **Individual Disciplines Only:**

- 2 Sets of Plumbing
- 2 Sets of Electrical
- 2 Sets of Mechanical

**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 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 flow, 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**

A \$100.00 Deposit is required when plans are submitted and is non-refundable. The Plan Review Fees are calculated based on the Use Group, Construction Type, and Total Square Footage of a project. ***Plan Review Fees are non-refundable after plans have been reviewed.***

Individual Electrical, Mechanical and Plumbing Plan Reviews:

1. Minimum fee of \$100 (non-refundable).
2. \$100 fee for each additional hour or portion thereof.

Any outstanding fees must be paid in full before approval.

## **Upon Receipt of All Applications**

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

**Submit Plans to:** Neighborhood & Economic Operations  
ATTN: Chief Building Official  
161 West Michigan Avenue, Jackson, MI 49201  
(517) 788-4012