



**COMMERCIAL BUILDING PLAN REVIEW CHECKLIST**  
**CITY OF NOVI**  
**Community Development Department**  
**(248) 347-0415**

**MICHIGAN BUILDING CODE 2009**

DATE: \_\_\_\_\_ PLAN EXAMINER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

All documents required by the governmental agency for approval shall carry the embossed or printed seal of an architect or professional engineer licensed in Michigan (Act 299 as amended).

At the time of submittal, no fees will be included with the complete package. Within 15 business days, the Plans Examiner will conduct a Plan Review and calculate **only** the plan review fee. This fee must be paid prior to any further review of the project. Prior to the building permit being issued the remaining fees must be paid.

**The following fees will be assessed for additional plan review:**

- Re-submittals with major changes from original submittal – 50% cost of original submittal
- Re-submittal with minor changes from original submittal – \$100.00
- Plans submitted in “Design Build” phases, each submittal - \$200.00 above original submittal

**The initial plan review fee will remain the same and is based upon the value of construction.**

Plans are missing necessary information and/or in need of clarification for our plan review process. Please submit the following:

- Project must have address to log into the computer.
- Provide a statement to identify the Design Professional in responsible charge. Include a seal and signature (originals). *Section 107.3.4, PA 299 as amended*
- Identify all proposed deferred submittals (attach) *Section 107.3.4.2*

- (2) sets of site plans (original seals and signatures)
- (2) sets of architectural plans (original seals and signatures) *Section 107.1*
- (2) sets of plumbing plans (original seals and signatures)  
*Michigan Plumbing Code 2009*
- (2) sets of mechanical plans (original seals and signatures)  
*Michigan Mechanical Code 2009*
- (2) sets of electrical plans (original seals and signatures) *Michigan Electrical Code based on 2008 N.E.C. with Part 8 State Amendments*
- (2) Sets of Michigan Uniform Energy Code, Part 10a (ANSI/ASHRAE/IESNA Standard 90.1-2007) – clarify whether compliance with applicable sections have been met.
  - For new buildings – *Sections 5.1, 6.1, 7.1, 8.1, 9.1, 9.2, 10.1 or 11.1*
  - Additions for existing buildings – *Section 4.1.2.1*
  - Alterations – *Section 4.1.2.2*
  - Alterations – heating, ventilating, and air conditioning – *Section 4.1.2.2.2*
- (2) sets of engineered truss diagrams (original seals and signatures)
- (2) sets of permanent lateral truss bracing details
- (2) sets of specifications (original seals and signatures) – if applicable
- (2) sets of Structural Calculations (original seals and signatures) *Section 1603.1*
- (2) sets of Soil Investigation reports (original seals and signatures)  
*Section 1802.1*
- Statement of Special Inspection (original seals and signatures) *Sections 1704.1, 1704.1.1, 1704.1.2*
  - List all reference standards
  - Identify each special inspector assigned to each special inspection
- Letter from the owner clearly describing the nature of their business and it's operations – 1 document
- If applicable – Mall management must sign plans when located in the mall

- The permit application has not been filled out completely
  - Owner
  - Contractor
  - Architect
  - Applicant
  - Telephone number
  - Address
  - Email address
  
- A title block which includes:
  - Type of Construction *Section 602.1*
  - Use Group and Occupancy Classification *Section 302.1*
  - List of all installed fire protection *Section 901.1* (List all reference standards per Chapter 35)
  - List of mixed use occupancies, separated, and non-separated *Section 508.2.4*
  - List of accessory use *Section 508.2*
  - List of incidental use *Section 508.2.5*
  - Tenant Use Group *Section 302.1*
  - Occupant loads for all areas (actual and calculated) *Section 1004.1*
  - Statement indicating shop drawings will be submitted for all fire protection systems
  
- Complete building plans showing use of all areas
  
- Provide all appropriate wall and floor sections
  
- Provide additional foundation details
  
- Provide door hardware schedule
  
- Provide door, window, and glazing schedule
  
- Provide interior finish schedule including flame spread and smoke developed indexes and testing criteria for applicable wall, ceiling, and floor finishes.
  - Section 803.1*
    - Provide manufacturer cut sheets *Sections 803.1, 803.2, 803.2.1, 803.6.1, 804.2, and 804.5*
    - Decorations and trim *Section 805.1 (Groups A, E, I, R-1, and dormitories in R-2)*
    - Plastics utilized in the design shall provide documentation in accordance with *Section 2601.1*

- Provide details showing all barrier-free requirements per PA Act 1 of 1966 as amended, 2009 Michigan Building Code, and ICC/ANSI A117.1 2003 Edition\*
  - Maneuvering clearances for doors *Section 404.2.4\**
  - Service counters *Section 904.1\**
  - Work surfaces *Section 902.1\**
  - Kitchens *Section 804.1\**
  - Toilet and bathing rooms *Section 603.1\**
  - Reach limitations *Section 308.1\**
  - Changing rooms *Sections 803.1, 903.1\**
  - Clear floor spaces *Section 304.1\**
  - Knee to toe clearances *Section 305.3, 306, and 606.2\**
  - Accessible routes (ramps) *Section 405.1\**
  - Barrier free parking spaces *Section 501.1 and 1106.1\**
  - Other \_\_\_\_\_
  
- Existing buildings – additional barrier free verifications in accordance with PA Act 1 of 1966 as amended.
  - If the change in use group or occupancy load or alteration involves less than 50% of the floor area – apply *Rule 125.1352, Section 2, Subsection 2(A)*
  - If the change in use group or occupancy load or alteration involves more than 50% of the floor area – apply *Rule 125.1352, Section 2, Subsection 2(B)*
  
- Provide additional information on general means of egress requirements *Section 1003.1*
  - Emergency lighting *Section 1006.1*
  - Exit signs *Section 1011.1*
  - Location of exit doors *Section 1020.1*
  - Other \_\_\_\_\_
  
- Verify zoning compliance with Planning Department – 248-347-0475
  - Zoning
  - Façade
  - Planning
  - Other \_\_\_\_\_

- Projects that utilize hazardous materials as defined by *Section 307.1* shall provide the following information formatted in accordance with:
  - *Table 307.1(1)*
  - *Table 307.1(2)*
  - *Table 414.2.2*
  - *Table 414.2.5(1)*
  - *International Fire Code 2009 – Chapter 28*
  - Other \_\_\_\_\_
  
- Provide C.A.S. (Chemical Abstract Service) numbers
  
- Provide a list of all fire-resistance rated assemblies. Also, provide a diagram of the actual testing agency design and include the approved tested design number. *Section 703.2*
  - Firewall *Section 706.1*
  - Fire barriers *Section 707.1*
  - Fire partitions *Section 709.1*
  - Horizontal assemblies *Section 712.1* (include the tested design numbers for construction of the assembly *Section 703.1*)
  - Joint system *Section 714.1* (include installation and fire test criteria and provide manufacturer cut sheet)
  - Other \_\_\_\_\_
  
- Verify structural loading per *Sections 1603.1* and *1604.1*
  - Floor and roof live loads – dead loads and concentrated loads
  - Ground snow load – snow drift surcharge – snow exposure
  - Basic wind speed (3 second gust), 90 miles per hour (km/hr)
  - Seismic Design Category and Site Class
  - Wind exposure category
  - Flood resistant design
  - Building category importance factor
  - Other \_\_\_\_\_
  
- Submit details to show “through-penetration firestop systems” *Section 713.1*
  
- List locations of all fire dampers and provide manufacture cut sheets for their installation, showing testing in accordance with *UL 555* and hourly ratings of *Table 716.3.2.1*

- Preliminary plan review for building only.
- Your plan review fee of \$\_\_\_\_\_ needs to be submitted at this time to the Building Department. The review will not continue until this fee is paid.
- The Plan Review will continue as sufficient information has been received to continue.
- The Plan Review will not continue, as additional information is required to continue. Please submit the requested information as soon as possible.

NOTE: Once all of the required information is received and your project is accepted for plan review, the plan review process takes approximately 15 working days. If the project has not received final site plan approval, the Building Department reserves the right to put the review on hold until final site plan approval is granted.

Please note – The section numbers referenced in this document are from the Michigan Building Code 2009 unless otherwise specified.

\*ICC/ANSI A117.1 2003 Edition

**Please note** – Should it be deemed necessary, a meeting can be scheduled with the Plan Examiner in order to more effectively communicate possible resolutions to code related items that cannot be clarified by phone consultation. Contact the Plan Examiner at (248) 347-0415 between the hours of 8:00 – 9:00 a.m. and 3:30 – 5:00 p.m. to schedule a meeting.