

## REQUIREMENTS FOR OBTAINING A PLAN REVIEW

1. Michigan State Construction Code Act of 1972 requires a plan review for code compliance on all commercial and industrial projects. This review must be completed before a building permit can be issued. The following items are necessary before a plan review can be started.

A. Five (5) complete sets of sealed construction plans (Architect or Engineer seal must be register/licensed with the State of Michigan). A digital copy to submit to Fire Department.

B. Plans are to be scale and show the following:

1. Name, address, phone number of engineer or architect.
2. Foundation plans and cross section.
3. All elevations.
4. Floor plans showing uses (room by room). If plans are for an addition the existing building floor plan must be shown with all its uses.
5. At least one cross section of wall from footing to peak showing finish grade. All fire rated walls to be shown with testing agency and assembly number.
6. Site drawings to scale showing all important information including other buildings, streets, etc. which has been approved by the Planning Commission.
7. Structural loadings: live loads, dead loads, snow loads, wind load and other loads if appropriate per MBC section 1601
8. Type of construction as defined by local building code.
9. Use group or groups if there is more than one as defined by code .
10. Energy code compliance statement.

C. A completed application for the building to be built , including cost.

D. Plan Review Deposit

Projects under \$100,000

\$150.00 Deposit

Projects over \$100,000

.15% or .0015 deposit of the estimated cost of the job

2. The normal time is Ten (10) to Fifteen (15) working days after all information is available.
3. Please be sure that all the above items are completed and supplied to us so the review will not be delayed.
4. See the back for additional code and permit information and approvals needed before a building permit can be issued.

**Fruitport Township:**

1. Water and Sewer Department - (231) 865-3307-(will need a copy of tap fee or waiver)
2. Fire Chief/Fire inspector - at (231) 865-6106 for code approval. [www.fruitportfire.com](http://www.fruitportfire.com)
3. Septic Permit - Muskegon County Health Department at (231)-724-1256 or (231)724-6208 (will need a copy of the permit) [www.muskegonhealth.net](http://www.muskegonhealth.net)
4. Muskegon County DPW for Soil Erosion - (231) 724-6411 (will need a copy of permit or waiver)
5. Earth Change Permit - (231) 724-6219 - Muskegon County Drain Commission (will need copy of permit or waiver)
6. Muskegon County Road Commission for driveway permits or waiver - (231) 788-2381 (will need a copy permit or waiver)

**Village of Fruitport:** [www.villageoffruitport.com](http://www.villageoffruitport.com)

1. Contacts are the same a Fruitport Township except for driveway permits -(231)865-3577

**Moorland Township**

1. Fire Chief - (231) 853-5013
2. Drain Commissioner, Soil Erosion, Septic/Well and Road same as Fruitport Township (will need copy of permit or waiver for each department that is required for the project)

**Sullivan Township:**

1. Contacts are the same as Fruitport Township except for Water and Septic are through Muskegon County Health Department at (231) 724-1256 or (231) 724-6208.

**Spring Lake Township:** [www.springlaketwp.org](http://www.springlaketwp.org)

1. Zoning issues and approvals - Lukas Hill -Community Director Spring Lake Township - (616) 842-1340 (will need copy of zoning approval)
2. Fire Inspector - Brian Sipes 616-842-0080
3. Water and Sewer - Ottawa County Health Department [www.miottawa.org](http://www.miottawa.org) (616)846-8360 or Spring Lake Township DPW - (616) 842-0080. (will need copy of permit or waiver)
4. Ottawa County Road Commission [www.ottawacorc.org](http://www.ottawacorc.org) - (616) 842-5400 or MDOT - (616) 451-3091 (will need copy of permit or waiver)
5. Earth Change Permit - Ottawa County Drain Commissioner- Paul Geerlings - (616) 846-8220 [www.miottawa.org/CoGov/Drain](http://www.miottawa.org/CoGov/Drain) Soil Erosion - Mike Munch - (616) 846-8222

**Ravenna Village and Township:**

1. Zoning issues and approvals - contact Ravenna Twp or Village for approvals
2. Septic Permit - Muskegon County Health Department at (231)-724-1256 or (231)724-6208 (will need a copy of the permit) [www.muskegonhealth.net](http://www.muskegonhealth.net)
3. Muskegon County DPW for Soil Erosion - (231) 724-6411
4. Earth Change Permit - (231) 724-6219 - Muskegon County Drain Commission
5. Muskegon County Road Commission for driveway permits or waiver - (231) 788-2381

All Departments (Fire, Water, Zoning, Road commission, Health etc) must approve plans or give a waiver prior to issuing the building permit