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## REQUIREMENTS FOR OBTAINING A PLAN REVIEW

### Tenant spaces

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).
  - B. Plans are to be scale and show the following:
    1. Name, address, phone number of engineer or architect.
    2. All interior elevations.
    3. Floor plans showing uses (room by room).
    4. All fire rated walls to be shown with testing agency and assembly number.
    5. Interior wall and ceiling finishes - flame spread and smoke develop ratings.
    6. Structural loadings: live loads, dead loads, snow loads, wind load and other loads if appropriate per MBC section 1601
    7. Type of construction as defined by local building code.
    8. Use group or groups if there is more than one as defined by code .
    9. 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 - Ken Doctor/Rick Timmer at (231) 773-9312 for code approval.  
[www.fruitportfire.com](http://www.fruitportfire.com)
3. Septic Permit - Stephanie Freeland - 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)

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

1. Contacts are the same as Fruitport Township except for driveway permits contact Fruitport Village at (231) 865-3577

**Moorland Township**

1. Zoning issues and approvals - Chuck Krepps - Moorland Township Supervisor - (231) 853-5013 (will need copy of zoning approval)
2. Fire Chief - Dale Wolverton - (231) 853-5013

**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 - Stephanie Freeland.

**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 Chief - Rick Nuvill or Fire Inspector Brian Sipes - (616) 842-1340
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)

**CODES: Fruitport Township, Fruitport Village, Moorland Township, Spring Lake Township and Sullivan Township:**

**Building - 2009 MBC**

**Mechanical and Plumbing - 2009 MBC**

**Electrical - 2008 NEC**