

**Application for School Project Plan Examination**  
 Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Construction Codes  
 P.O. Box 30255, Lansing, MI 48909  
 517-241-9313  
[bccpermits@michigan.gov](mailto:bccpermits@michigan.gov)  
[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

**Print**

**Clear**

This form can be completed by tabbing to each field and typing in the required information.

**Construction Codes & Site Plan Review - \$125.00** (135)  
 (the first \$125.00 of an application is non-refundable)

<b>Validation area</b>

Authority: 1972 PA 230; 1941 PA 207; and 1937 PA 306 Penalty: Failure to provide information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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**PROJECT OR FACILITY INFORMATION**

FACILITY NAME	STREET / SITE ADDRESS	FIRE DEPARTMENT (Required)
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____		COUNTY
		ZIP CODE

**APPLICANT**

NAME OF COMPANY	APPLICANT NAME	LAST 4 DIGITS OF FEIN OR SS
ADDRESS	CITY	STATE
		ZIP CODE
E-MAIL ADDRESS	TELEPHONE NUMBER (Include area code)	
	FAX NUMBER (Include Area Code)	

**PLAN REVIEW INFORMATION**

Item	A/E Project Number	BCC Project Number
<input type="checkbox"/> Initial Construction Document	_____	_____
<input type="checkbox"/> Addendum No. _____	_____	_____
<input type="checkbox"/> Bulletin No. _____	_____	_____

ADJACENT LAND USE	TOTAL SITE ACRES
North _____ East _____ South _____ West _____	_____

GROSS FLOOR AREA
<input type="checkbox"/> New Building _____ <input type="checkbox"/> Addition _____ <input type="checkbox"/> Alteration _____ <input type="checkbox"/> Repair _____

CLASSIFICATION / SCOPE
Building Use _____ Construction Type _____ No. of Occupants _____ Area/Floor _____ No. of Floors _____

FIRE SPRINKLERS
<input type="checkbox"/> Entire Building <input type="checkbox"/> Limited Area _____ <input type="checkbox"/> None

<input type="checkbox"/> Public School Project Cost is Less Than \$15,000.00	Project Description _____
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**PLAN REVIEW**

Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

Two (2) sets of construction documents are required with each application for plan examination.

Building (Includes Barrier Free)  Electrical  Mechanical (Includes Fire Sprinkler)  Site (Include environmental approvals attachment)

Footing / Foundation  Plumbing  Other \_\_\_\_\_

**BUILDING OWNER**

NAME (Company or Individual)	CONTACT PERSON	TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE
		ZIP CODE
		FAX NUMBER (Include Area Code)

**PROJECT ARCHITECT / ENGINEER / CERTIFIED FIRM / LANDSCAPE ARCHITECT / SURVEYOR**

NAME OF COMPANY	LICENSED INDIVIDUAL	MICHIGAN LICENSE / CERTIFICATION NO.
ADDRESS	CITY	STATE
		ZIP CODE
		TELEPHONE NUMBER (Include Area Code)

**AFFIDAVIT**

I, \_\_\_\_\_ (name), \_\_\_\_\_ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE	DATE
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## Instructions for Application for School Project Plan Examination

**This application is designed to be used only for schools defined as kindergarten through 12th grade (this includes all buildings and structures on school property)**

**Project or Facility Information:** Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

**Applicant Information:** 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.

**Plan Review Information:** Indicate what is being submitted and provide the appropriate project and project numbers. The submission numbers are critical when linking addenda and bulletins with a previous submittal for the same project. Provide the requested adjacent land uses and total site acreage.

**Plan Review:** Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code. If the project cost is less than \$15,000.00 for a public school facility, check the box. Indicate the desired plan reviews for Construction Codes.

**Building Owner:** Provide the requested information.

**Project Architect/Engineer/Certified Firm/Landscape Architect/Surveyor:** Provide the requested information.

### Required Submittals for Plan Review

For each facility, submit completed application, the appropriate deposit fee (*the first \$125.00 of a Construction Code & Site Plan Review application is non-refundable*) made payable to the **State of Michigan** and the required number (from front of application) of construction documents with **original seals and signatures** in accordance with 1980 PA 299. Fire sprinkler shopdrawings and computations are not required to be sealed by a design professional. The review fee will be calculated based on the approved fee schedule and the balance due shall be billed to the applicant. See Construction Code Fee Schedule at [www.michigan.gov/bcc](http://www.michigan.gov/bcc), Forms, Plan Review Program.

### Required Deposit and Construction Documents

Project Type	Fee	Construction Documents
Construction Code Review Only (plus site review if requested)	\$125.00 deposit	2 sets
School Site Plan Review only	\$125.00 deposit	2 sets

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, accessibility requirements, building elevations, building sections, framing plans, details, approved design numbers for fire resistant assemblies, roof plan, roof finish schedule, door schedule, structural live and dead loads.

**Electrical Code:** Plans for all electrical systems using more than six (6) circuits, shall include lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location 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, DWV 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.

**Site:** Public school site plan review, the applicant is responsible for any environmental approvals required for the site.

#### U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30255  
Lansing, MI 48909

#### Courier Other Than U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
2407 N. Grand River Avenue  
Lansing, MI 48906