

Permit # _____
 Permit Cost \$ _____
 Receipt # _____
 Check # _____
 BS&A # _____

Application for Plan Examination
Building Department
301 Washington Avenue, Suite 211
Bay City, MI 48708 – (989) 894-8162



Facility and/or Job Information:
Facility Name
Street Address and/or site address

Estimated Cost of Materials and Labor:		
Materials Cost	Labor Cost	Total

Building Data:					
Gross Floor Area	<u>New Building</u>	<u>Addition</u>	<u>Alteration</u>	<u>Repair</u>	
Classification Per Building Code	<u>Building Use</u>	<u>Construction Type</u>	<u>No. of Occupants</u>	<u>Area/Floor</u>	<u>No. of Floors</u>
Fire Sprinklers	Entire Building		Limited Area		None
	School or Government Building is Less Than \$15,000.00		Project Scope		

Principal Type of Heating Fuel:			
<input type="radio"/> Gas	<input type="radio"/> Oil	<input type="radio"/> Electricity	<input type="radio"/> Other

Type of Sewage Disposal:			
<input type="radio"/> Public or Private Company	<input type="radio"/> Septic System	<input type="radio"/> Approved	<input type="radio"/> Not Approved

Type of Water Supply:			
<input type="radio"/> Public or Private Company	<input type="radio"/> Private Well or Cistern	<input type="radio"/> Approved	<input type="radio"/> Not Approved

Plan Review Request: Please check all applicable							
<input type="radio"/> Building	<input type="radio"/> Electrical	<input type="radio"/> Mechanical	<input type="radio"/> Plumbing	<input type="radio"/> Barrier Free	<input type="radio"/> Footing/ Foundation	<input type="radio"/> Fire Sprinkler	<input type="radio"/> Energy
<input type="radio"/> Other (Please Describe)							

Applicant (All correspondence will be sent to this address)						
Name of Company		Applicant Name		FEIN (Required)		
Address			City	State	Zip Code	Telephone Number
Applicant Signature			Date		Fax Number	

Building Owner:				
Name (Company or Individual)			Contact Person	
Address	City	State	Zip Code	Telephone Number

Project Architect/Engineer				
Name (Company or Individual)			Michigan License Number	
Address	City	State	Zip Code	Telephone Number

Required Submittals for Plan Review

For each facility or job, please submit the completed application, all fees required for plan review (checks payable to “City of Bay City”, and three (3) sets of plans and/or specifications with the original seals and signatures in accordance with 1980 PA 299. The Design Professional shall be responsible for reviewing submittal drawings prepared by others for compatibility with the design of the building.

Building Code: Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, framing plans, details, roof plan, roof finish schedule, door schedule, roof live and dead loads, all structural details and specifications.

Electrical Code: Plans for all electrical systems using more than six (6) circuits, except for one and two family dwellings. 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 and piping layouts.

Plumbing Code: Site plan, floor plans DMW riser diagrams and water distribution systems and roof plan. Show directions of flow, pipe sizes, grade of horizontal piping, elevation drainage fixture unit loading of both stacks and rains in the DMW system, supply fixture unit load for the water system, branch supplies serving more than on plumbing fixture, and 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.

Please Note: Plan review fees are non-refundable.