

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

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



Facility & Job Location:
Facility Name
Street Address

Estimated Cost of Materials & Labor:		
Materials Cost	Labor Cost	Total

Building Data:					
Gross Floor Area	New Building	Addition	Alteration	Repair	
Classification Per Building Code	Building Use	Construction Type	No. of Occupants	Area/Floor	No. of Floors
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:							
<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:						
Name of Company		Applicant Name		FEIN (Required)		
Address			City	State	Zip Code	Telephone Number
Applicant Signature			Date		E-Mail Address	

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		E-Mail Address	
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.

Rev. 2/28/2020