



CONSTRUCTION DOCUMENT CHECKLIST

2006 Michigan Building Code

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The data indicated on this checklist is required for the examination and approval of an application for a building permit for non-residential and multi-family projects. This checklist contains the typical information required by the Michigan Building Code to be on the construction documents. Depending on the type and complexity of your project, additional information may be required by the Building Official [105.3 (7), 106.1]. Please contact the Village of Holly Building Department regarding the requirements for phased construction or tenant finish permits. Applicants are encouraged to indicate if the required data is applicable to the project, or not applicable, and attach a copy of the completed checklist to the construction documents.

Thank you for taking time to complete this checklist. Having the necessary information at the beginning of the plan review process will help expedite the issuance of a building permit.

DATE SUBMITTED
PROJECT NAME
PROJECT ADDRESS
JOB NUMBER/TRACKING NUMBER
CHECKLIST PREPARED BY
REPRESENTING

INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4)

Provided dwg/spec	Not Applicable	
		Indicate the project name and address on the plans if available. (106.1.1)
		Owner's name and mailing address
		Name of the registered design professional
		Michigan license number of registered design professional
		Address of registered design professional
		Telephone number of the registered design professional
		Fax number of the registered design professional
		Name, Michigan license number, address, telephone number, and fax number of the registered design professional in responsible charge (when required by the Building Official)
		Name of individual to receive review comments
		Address of individual to receive review comments
		Telephone number of individual to receive review comments
		Design Professional in charge must provide their original signature, seal and date on all sheets of the drawings and specification manual or on the index sheet of the drawings and specification manual only when the index sheet covers all the sheets that makeup the drawing set and specification manual (106.1) (106.3.4) (must be a State of Michigan licensed design professional).
		List of all applicable MBC Codes (106.1.1) - The MBC, MBC Section 34, or the Michigan Rehab Code may be used for existing buildings .
		List of all proposed deferred submittal documents (106.3.4.2)
SITE PLANS (106.2)		
		Identify all existing & proposed construction
		Identify building set back from lot lines and from other buildings on site.
		Identify structures to be demolished
		Identify the total number of parking spaces provided.
		Identify the total number of accessible parking spaces provided, including van accessible spaces.(1106.1)
		Show proposed finish grades, grade floor elevations, street elevations.
		Show flood plain elevations and boundaries.
		Indicate the location of all new and existing utilities, including the entrance points into the building and the FDC location

INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)

Provided dwg/spec	Not Applicable	
		Show site grading (slope away) of the ground immediately adjacent to the foundation of the building
		Provide complete dimensions, running slope and cross slope of all accessible parking spaces and accessible routes from the accessible parking to the accessible entrances. (106.1.1) (1104.1)
BUILDING PLANS		
		Indicate Use Group with mixed use option (if applicable) (302.1)
		Indicate Type of Construction (601.1)
		Indicate number of occupants on every floor and in all rooms and spaces. Include method used to determine the occupant load and means of egress requirements. (1004)
		Provide Key Plan if needed to identify the location of the proposed work (106.1.1)
		Indicate total area of building, number of stories, and provide height and area calculations including open perimeter & fire suppression increases. (501.1)
		Indicate if a full or limited area Fire Suppression system & Fire Alarm system will be installed
		Show the location and provide construction details of all fire rated assemblies including the U.L. design number or other approval rating (106.1.1) (701.1).
		Provide details of all penetration protection required at fire resistance rated assemblies with U.L. design number or other approval rating. (712.1)
		Provide construction details showing all proposed walls, floors roofs, and stairs (106.1.1)
		Show location and hourly rating of all fire doors, fire dampers and fire windows (715.1) (716.1)
		Provide details of room finishes including type of materials with flame spread and smoke development ratings indicated for all materials. (801.1) (803) (106.1.1) (2603.1) Documentation for the flame spread and smoke development of all material to be provided at field inspection.
		Provide flame spread and smoke development documentation for all foam plastics and details on the foam plastic insulation thermal barriers (106.1.1). (2603.1)
		Provide complete dimensions for all rooms and spaces including stairs, aisles, passageways, corridors, areas around counters, fixtures, all circulation and egress paths, and maneuvering clearance at all doors (106.1.1) (1003) (1101.2).
		Provide door hardware, door and window details including type, size, material, and hourly rating required. (106.1.1) (1008.1)
		Indicate the use of all rooms and spaces (106.1.1)
		Provide stairway details with all guard and handrail details (1009)
		Show location of all exit signs and means of egress lighting (1011.1) (1006.1)
		Show type and thickness of all glazing materials and safety glazing where required (2401.1)
		Provide Accessibility details noted below: (106.1.1) (1101.2)
		Provide dimensions and details for all interior accessible routes within the building. Include the maneuvering clearance required at all doors. (1104) (1101.2)
		Indicate heights, clearances and turning radii along all accessible routes (1104)
		Provide plumbing fixture and accessory details (1109)
		Provide dimensions and details for all use group requirements. Including features and facilities required to be accessible (1107) (1108) (1109)
		Provide signage details, including location, wording, size and mounting height. (1110)
		Exterior wall details shall show the following items:(106.1.3)
		All base, sill, jamb and head flashings
		Intersection with dissimilar materials
		Corners
		End conditions
		Control joints
		Intersection at roof, eaves or parapets
		Details around openings
		Construction space venting
		Means of water drainage
		Roof overflow drains [P] 1503.4
		Water-resistive membrane

INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)			76
Provided dwg/spec	Not Applicable		77
		STRUCTURAL PLANS	78
		Indicate the following design loads on the construction plans: (1603.1)	79
		Roof Live Load (1603.1.2)	80
		Floor Live Load (1603.1.1)	81
		Ground snow load (1603.1)	82
		Roof Snow Load - see Sections 1603.1.3 for a detailed list of requirements	83
		Wind Design Data - see Section 1603.1.4 for a detailed list of requirements	84
		Earthquake Design Data - see Section 1603.1.5 for a detailed list of requirements	85
		Soil Bearing Pressure (1801.2)	86
		Guard & Handrail (1607.7)	87
		Special Loads (1603.1.7)	88
		Show foundation dimensions and details (1801.1)	89
		Listing of all Design/Construction Standards and material specifications (106.1.1)	90
		Indicate size and section of structural members (1603.1)	91
		Provide floor plans indicating the location and size of all structural members with dimensions, column centers and offsets (1603.1)	92
		Identify the lateral resistive system including lateral bracing and collection systems (1603.1)	93
		ELECTRICAL PLANS (106.1.1)	94
		Electrical layout (Michigan Part 8 - 80.21)	95
		Wattage Schedule (Michigan Part 8-80.21)	96
		Short circuit calculations for circuit breaker installation	97
		Service Location and Riser Diagram (Michigan Part 8-80.21)	98
		Load Calculations (Michigan Part 8-80.21)	99
		Show lighting system design, circuits, switches, materials, equipment listing, light fixtures and installation instructions (2701.1 NEC 110.2, 110.3)	100
		Show power system design, circuits, materials, equipment listing and installation instructions (2701.1 NEC 110.2, 110.3)	101
		Single line diagram including available fault current and bus bracing	102
		Light fixture schedule	103
		Show exit signs and lighting and power supply (1001.1, 1011.1)	104
		Show egress emergency lighting (1001.1, 1006.1, 1011.1)	105
		Indicate ratings of materials installed in wet locations (NEC 358)	106
		Indicate wiring and materials in ducts, plenums and equipment	107
		Indicate wiring methods, conduits and materials (NEC 300)	108
		Show service conductors, conductor sizes, ratings and insulation (NEC 230)	109
		Indicate interrupting rating (NEC 110.9, 110.10, 230.205)	110
		Verify working space in front of equipment (NEC 110.26, 110.32, 110.34)	111
		Indicate means of disconnect and number and location (NEC 230.70, 240.13)	112
		Show ground fault protection (NEC 230.95)	113
		Show hazardous locations and materials used	114
		Indicate protection of conductors (NEC 240.3)	115
		Indicate grounding of electrical system (NEC 250)	116
		Show design of emergency electrical system (NEC 700)	117
		Show design of electrical standby systems (NEC 701)	118
		PLUMBING PLANS (P106.3.1)	119
		Underground plumbing and riser diagram (P106.3.1)	120
		Water distribution diagram with all backflow prevention devices indicated (P106.3.1, 601.1, 608)	121

INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)			
Provided dwg/spec	Not Applicable		
			Plumbing fixture layout (P401.1, P106.3.1)
			Provide water use calculations (P106.3.1)
			Provide occupancy calculations for plumbing fixtures provided (Table P403.1)
			Show locations, equipment sizes and hookups for all boilers and water heaters (M1001.1)
			Show design of water supply and distribution including sizes, depths and materials (P601.1)
			Indicate backflow prevention and type of preventor (P608.1, 608.13)
			Indicate water temperature control devices (P607.1)
			Show hot water return circulation (if required) (P607.2)
			Indicate control of thermal expansion (P607.3)
			Indicate hot water heater relief valve discharge (P504.6)
			Show design and locations of drain waste and vent systems including sizes, depths, slopes, materials and cleanouts (P701.1) Include details for any hazardous waste systems.
			Show design of storm water management system including sizes, depths, slopes, materials and cleanouts (P1101.1)
			Provide calculations for rainfall rates and water retention amounts (P1101.7,1105,1106,1107)
		MECHANICAL PLANS (M106.3.1)	
		Hydronic Systems	
			Provide complete process piping diagram and heating and cooling load calculations (M312.1)
			Provide venting practice and combustion air requirements (701.2)
		HVAC systems	
			Provide ventilation air requirements natural or mechanical (401.2)
			Provide equipment specifications including energy loads, cfm and system static (312.1)
			Provide fire/smoke damper location and listed detail (607.1)
			Provide equipment location, service clearance and service access (306.1)
			Provide location of smoke duct detector return and/or supply duct (606.2)
			Provide ductwork layout including gauge, hangers and sizing (603.1)
			Provide ductwork insulation detail including R-factor and Perm. rating (604.1)
			Provide location for venting of all fuel fired appliances (804)
			Provide combustion air calculations and exhaust air calculations (701.2)
		Fuel piping systems	
			Provide piping layout, load calculations and meter location (IFGC 402)
			Provide system operating pressure and pressure regulator detail (IFGC 402, 416)
		Exhaust and ventilation systems (M501.1, M401.1)	
			Provide MSDS data to determine hazard (510.1)
			Provide design class hazardous or non-hazardous (510.1)
			Provide locations for inlets, outlets, heights and location of equipment and hoods (502)
			Provide equipment specifications, cfm and static pressure (106.3.1)
			Provide details of combustion air requirements to show compliance with Chapter 7
		Commercial kitchen hoods Type 1 and Type 2 (M507.1)	
			Provide duct layout, grease door location and method of attachment (506.3)
			Provide velocity, cfm and location of ventilation equipment (507.13)
			Provide fire protection for type 1 hoods (510.7)
			Provide make-up air and complete controls diagram (508.1)
			Provide hood sizing: show top, side and front views (507.4, 507.5, 507.11, 507.12)
			Provide complete appliance lineup under Type 1 hood (507.13.1)
			Provide Type 2 hood for dishwashers (507.2.2)
			Provide hood listing if applicable (507.1)

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INFORMATION REQUIRED ON THE CONSTRUCTION DOCUMENTS 105.3(4) (CONT.)			
Provided dwg/spec	Not Applicable		
			Smoke control systems
			Provide method of smoke control (513.6, 513.8)
			Provide documentation for special inspector (513.3)
			Refrigeration
			Provide refrigeration system's classification (1103.3)
			Provide refrigerant classification (1103.1)
			Provide occupancy classification (1103.2)
			Determine maximum allowable quantity of refrigerant (1103.1)
			Determine system enclosure requirements (1105)
			Non-factory tested, field erected equipment and appliances shall be pressure tested (1108)
			Provide refrigerant piping diagram (1107)

INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION AND PLAN REVIEW		
Provided	Not Applicable	
		Three sets of construction documents are required for an application for a building permit. Please contact the Village of Holly Building Department for the requirements for phased construction and/or tenant finish permits.
		Contact information provided: Name, Address, Business phone , Cell phone, Fax number and Email address (105.3)
		Building Permit Application filled out completely and signed by the Applicant (105.1) (105.3)
		<u>Construction Documents and Specification Manual</u> , if used - Three sets of construction documents , signed, sealed and dated by a State Licensed Registered Design Professional (106.1).
		Describe the business use and its intended operation (105.3, Item 3) - provide as needed to verify the proper use and occupancy classification
		<u>Statement of Special Inspections</u> - Include a complete list of materials and work requiring special inspections, the inspections to be performed and their frequencies. Provide a list of agencies and firms you propose to conduct each of the inspections and the qualifications, credentials and experience for each of the individuals (1704).
		<u>Soils Report</u> - Prepared by a State Licensed Registered Design Professional. The reports must have the State Licensed Registered Design Professional's original signature, seal and date. (1802.1)
		<u>Energy Calculations</u> and details to show compliance to the Michigan Uniform Energy Code Part 10 rules R408.31001 to R408.31099. (1301.1.1)
		<u>Structural Calculations</u> - For all structural members and foundations. Include the deflection limits and all load calculations. All calculations must have the State Licensed Registered Design Professional's original signature, seal and date. (106.1)
		<u>Hazardous Materials</u> - If hazardous materials are to be stored, dispensed, or used for manufacturing or processing; describe the type, use, quantity, location, and method of storage of all materials. Material Safety Data Sheets (MSDS) must be submitted. The construction drawings shall address the requirements of the MBC for High hazard use if quantities above the exempt amounts are proposed. Hazardous materials will also be reviewed by the Fire Department. (106.1) (307)
		<u>Valuation</u> - State the valuation of the proposed work.-
NOTE: The review of premanufactured housing requires a copy of the building systems approval report, a copy of the original plans and a site plan.		