

Application for Plan Examination

Niles Charter Township Department of Building Safety
320 Bell Road, Niles, MI 49120

Plan Review is 65% of permit fee.

PROJECT OR FACILITY INFORMATION				
FACILITY NAME		STREET / SITE ADDRESS		
TOWNSHIP Niles Charter		COUNTY Berrien		
APPLICANT/FACILITY CONTACT INFORMATION (Note: All correspondence will be sent to this address)				
NAME OF COMPANY		APPLICANT NAME		LAST 4 DIGITS OF FEIN OR SS NO.
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
EMAIL ADDRESS				FAX NUMBER (Include Area Code)
PLAN REVIEW INFORMATION				
GROSS FLOOR AREA				
<input type="checkbox"/> New Building _____ <input type="checkbox"/> Addition _____ <input type="checkbox"/> Alteration _____ <input type="checkbox"/> Repair _____				
CLASSIFICATION PER BUILDING CODE				
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"/> Government Project Cost Less Than \$15,000.00		Project Description _____		
<input type="checkbox"/> Addendum No. _____		<input type="checkbox"/> Bulletin No. _____	Original Project No. _____	
PLAN REVIEW REQUESTED				
Two (2) sets of construction documents required				
<input type="checkbox"/> Building (includes barrier free) <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing				
<input type="checkbox"/> Footing / Foundation <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> 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				
NAME OF COMPANY		LICENSED INDIVIDUAL		MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
SIGNATURE				
APPLICANT SIGNATURE			DATE	

Instructions for Application for Plan Examination

Facility Information: Provide all requested information.

Applicant Information: Provide all requested information including a signature. All correspondence will be sent to this address, and this entity will be responsible for all fees.

Plan Review Information: Provide all requested information. The building use, construction type and number of occupants shall be as prescribed by the building code.

Plan Review Requested: Mark all plan reviews desired or required.

Project Architect / Engineer: Provide all requested information.

Required Submittals for Plan Review

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

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

Plumbing Code: Site plan, floor plans DMW 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.

Upon Receipt of All Applications

Written confirmation will be sent to the applicant. Further correspondence, concerning the requested plan reviews, will be sent to the applicant and the project architect/engineer, if one is provided.

Validation Area