Commercial Addition Application Checklist

☐ Application Fee - $250.00
☐ Completed and signed Building Permit Application with estimated cost of construction
☐ Construction Drawings - three sets signed and sealed by Michigan Architect or Engineer
  - Architectural
  - Structural
  - Electrical
  - Plumbing
  - Mechanical
☐ Truss Diagrams – three sets
☐ Structural Calculations – three sets
☐ Energy Calculations – three sets
☐ Specifications manual (if applicable)
☐ Letter from owner or tenant describing business and its operations
☐ Non-residential request for water and sewer charges (if separate water tap)
☐ Statement of Special Inspection from Architect or Contractors stating what needs special inspection (i.e., welding, high-strength bolts, special materials, etc.)