



# COMMERCIAL DEVELOPMENT APPLICATION

Department of Community Development

7900 South Westnedge Avenue – Portage, Michigan 49002 – (269) 329-4477

Applicant must complete all items in sections 1-9 (if applicable).

Please note: Separate applications must be submitted for Plumbing, Mechanical and Electrical Work Permits

***No Work is to Start Prior to the Issuance of Building Permit***

## 1) PROJECT INFORMATION

Project Description	Address
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## 2) IDENTIFICATION (OWNER)

Name	Address		
City	State	Zip	Phone

## 3) ARCHITECT OR ENGINEER

Name	Address	City
State	Zip	Phone
License Number	Expiration Date	Email

## 4) BUILDING CONTRACTOR

Company name	Address	City
State	Zip	Phone
Email	Federal Employer ID	
Builder License Number	Expiration Date	
Workers Comp Insurance Carrier	MESC Employer Number	

## 5) TYPE OF DEVELOPMENT PROJECT

Site Plan       Building Plan       Final Plan in Planned Development  
 Subdivision       Condominium       Land Division Requiring Public Improvements  
 Landscape Plans       Public Water Main       Public Sanitary Sewer Main  
 Other: \_\_\_\_\_ *(Note: Please provide a Portable Document Format (PDF) of the plans for the project at time of document submittal. The submitted format shall be CD/DVD or USB. If a PDF is not submitted, an additional \$25 fee plus \$1 for each plan sheet after 20 sheets will apply.)*

## 6) TYPE OF IMPROVEMENT

New Building       Alteration       Addition       Repair       Demolition       Foundation Only  
 Relocation       Special Inspection       Solar       Other: \_\_\_\_\_

## 7) DESCRIPTION OF WORK

A) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B) Valuation of Project: \$ \_\_\_\_\_

## 8) CHARACTERISTICS OF THE BUILDING

### A) Water Meter Size

5/8"       3/4"       1"       1 1/2"  
 Other \_\_\_\_\_       Irrigation Size \_\_\_\_\_       Fire Sprinkler Size \_\_\_\_\_

### B) Electric Service Size

200 AMP     400 AMP     600 AMP     800 AMP     1000 AMP     Other \_\_\_\_\_

### C) Type of Mechanical

Air Conditioning?  Yes     No    Fire Suppression?  Yes     No    Hood System?  Yes     No

## 9) CONSTRUCTION PLANS SUBMITTED

### Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 of Public Acts of 1980.
- All plans shall be drawn on uniform sheets no greater than 30"X42".
- All plans shall be drawn to an architectural scale.
- All plans shall be clear, legible and accurate.
- Plans shall be stapled along the left margin.

### Type of Plan Submitted:

Building       Electrical       Plumbing       Mechanical       Energy

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

**Electric Code:** Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and appropriate plans showing standard symbols of all electrical equipment.

**Plumbing Code:** Site plan, floor plans, DWV 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, meter locations.

**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, kitchen equipment layout, and combustion air. (Plans for fire suppression systems may be submitted after permit issuance, but are required prior to installation.)

**Energy Code:** Floor plans, building sections, details, average annual degree days, exterior envelope components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

**Note: Additional plan review fee(s) required of all non-concurrent plan submittals**

## APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name	Phone
Address	City
State	Zip

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and I agree to conform to all applicable laws of the State of Michigan and ordinances of the City of Portage. All information submitted on the application is accurate to the best of my knowledge.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR DEPARTMENTAL USE ONLY

<input type="checkbox"/> Vacant	<input type="checkbox"/> F-2: Factory (Low Hazard)	<input type="checkbox"/> I-4: Institutional (Day Cares, ETC.)
<input type="checkbox"/> A-1: Assembly (Theaters)	<input type="checkbox"/> H-1: High Hazard (Detonation)	<input type="checkbox"/> M: Mercantile
<input type="checkbox"/> A-2: Assembly (Restaurants)	<input type="checkbox"/> H-2: High Hazard (Deflagration)	<input type="checkbox"/> R-1: Residential (Hotels, Motels, ETC.)
<input type="checkbox"/> A-3: Assembly (Library, ETC.)	<input type="checkbox"/> H-3: High Hazard (Physical)	<input type="checkbox"/> R-2: Residential (Multi Family, ETC.)
<input type="checkbox"/> A-4: Assembly (Indoor Sports)	<input type="checkbox"/> H-4: High Hazard (Health)	<input type="checkbox"/> R-3: Residential (1 & 2 Fam. Townhomes)
<input type="checkbox"/> A-5: Assembly (Outdoor Sports)	<input type="checkbox"/> H-5: High Hazard (HPM)	<input type="checkbox"/> R-4: Residential (Assisted living)
<input type="checkbox"/> B: Business	<input type="checkbox"/> I-1: Institutional (Supervised)	<input type="checkbox"/> S-1: Storage (Moderate hazard)
<input type="checkbox"/> E: Educational	<input type="checkbox"/> I-2: Institutional (Hospital)	<input type="checkbox"/> S-2: Storage (Low hazard)
<input type="checkbox"/> F-1: Factory (Moderate hazard)	<input type="checkbox"/> I-3: institutional (Prisons)	<input type="checkbox"/> U: Utility (Garage, Shed)

## CHARACTERISTICS OF BUILDING

### Frame:

Masonry     Wood Frame     Structural Steel     Reinforced Concrete     Other

### Heating System:

Gas     Electricity     Solar     Other \_\_\_\_\_

### New Sewer Connection:

Yes     No

### New Water Connection:

Yes     No

### Type of Mechanical:

(Y) Air Conditioning     (Y) Fire Suppression

## DIMENSIONS / DATA

Number of Stories \_\_\_\_\_ Use groups \_\_\_\_\_ Construction Type \_\_\_\_\_

Number of Occupants \_\_\_\_\_

Floor Area	Existing	Alterations	New
Basement			
1 <sup>st</sup> Floor			
2 <sup>nd</sup> Floor			
3 <sup>rd</sup> Floor			
4 <sup>th</sup> Floor			
5 <sup>th</sup> Floor			
Total			