□ Commercial Building Permit - New commercial building, structure, or additional square footage.

□ Commercial Renovation Permit - For interior or exterior remodeling, repairs, or Build-out.

□ Four (4) sets of a sealed land survey, sealed by a land surveyor for new construction.

□ Four (4) sets of drawings are required for all applications, showing the following:

□ Every sheet of every set shall be signed & sealed by a state-licensed architect or engineer

<table>
<thead>
<tr>
<th>New construction Plans Require:</th>
<th>Renovation Plans Require:</th>
</tr>
</thead>
<tbody>
<tr>
<td>. Site Plan</td>
<td>. What will be removed</td>
</tr>
<tr>
<td>. Foundation Plan</td>
<td>. What will be added</td>
</tr>
<tr>
<td>. Floor Plan, identifying all rooms</td>
<td>. Floor Plan, identifying all rooms</td>
</tr>
<tr>
<td>. Elevations</td>
<td>. Complete floor, wall and ceiling detail</td>
</tr>
<tr>
<td>. Section Plans</td>
<td>. Section Plans</td>
</tr>
<tr>
<td>. Electrical Plan</td>
<td>. Electrical Plan</td>
</tr>
<tr>
<td>. Plumbing Plan</td>
<td>. Plumbing Plan</td>
</tr>
<tr>
<td>. Heating Plan</td>
<td>. Heating Plan</td>
</tr>
<tr>
<td>. Parking lot Plans</td>
<td>. Parking lot Plans</td>
</tr>
</tbody>
</table>

The following inspections are required for a Commercial Building or Renovation Permits:

#210  Footing inspection before concrete  #235 Framing inspection after mechanical roughs
#216  Concrete floors before concrete    #237 Fire rated drywall inspection before mud and tape
#220  Basement backfill/drain tile exposed #239 Fire resistant penetrations after drywall
#232  Insulation prior to drywall        #240 Final project inspection after mechanical finals

The following permits may also be required to complete your project:

- Plumbing Permit
- Electrical Permit
- HVAC Permit (Mechanical)
- Concrete Permit
- Soil Erosion Permit
- Fire Alarm/Suppression Permit

**NOTE: Permit Applications and related construction documents are valid for 180 days. Pursuant to the State of Michigan Building Code, if a permit is not issued within 180 days after the date of submittal, the proposed work shall be deemed to have been abandoned. Permit applications and related documents will be void and destroyed.**

January 23, 2018
COMMERCIAL BUILDING or RENOVATION PERMIT APPLICATION

PERMIT APPLICATION ADDRESS

APPLICANT INFORMATION:
Applicant Name ___________________________ Company Name _______________________________
Applicant mailing Address ________________________________________________________________
Applicant Telephone Number ___________________________________ Cell ___________________________
Applicant EMAIL ________________________________________________________________

BUSINESS OWNER INFORMATION:
Business Name _______________________________ Business Owners Name _______________________________
Mailing Address ______________________________________________________________
Telephone Number ___________________________ Email _________________________________________

Have you completed a Re-Occupancy application with Commercial Services? YES   or   NO (Circle one)
If yes, has your Building Inspection been completed? YES   or   NO   (Circle one)
If the answers to the above are NO, is there a current C of O for this business? - YES or NO - C of O date _____________

Note: If the above answers are NO, you MUST complete a Re-Occupancy application with Commercial Services before any permits will be released.

DESCRIPTION OF PROPOSED WORK:

- New Building
- Addition
- Renovation
- Exterior
- Interior

<table>
<thead>
<tr>
<th>Use group</th>
<th>Construction type</th>
<th>Occupant load</th>
<th>Barrier free req’d</th>
<th>Fire walls</th>
<th>No. dwelling units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square footage</td>
<td>Plumbing Permit</td>
<td>Electrical Permit</td>
<td>HVAC Permit</td>
<td>Parking Lot Permit</td>
<td>Service Walk Permit</td>
</tr>
<tr>
<td>Y or N</td>
<td>Y or N</td>
<td>Y or N</td>
<td>Y or N</td>
<td>Y or N</td>
<td></td>
</tr>
</tbody>
</table>

CONSTRUCTION CONTRACT COST: $____________________ (INCLUDE A COPY OF CONTRACT WITH APPLICATION)

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work in a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

January 23, 2018
ARCHITECT or ENGINEER (that sealed plans):

Name _______________________________________ Address __________________________________________
Office Telephone No. __________________________ Cell      __________________________________________
License Number _______________________________ Expiration Date ____________________________________

PROPERTY OWNER INFORMATION/AFFIDAVIT:
I do hereby certify that I am the owner of the property herein described and that I have given the applicant
herein named permission to perform the work described in this application:

Printed Name of Property Owner_________________________________________________________________
Address _____________________________________________________________________________________
Home Phone Number ____________________________________ Cell __________________________________
Signature of Property Owner ___________________________________________________________________

CONTRACTOR INFORMATION:
Application is hereby made for a permit to perform work as described in this application and the
accompanying drawings, which are a part of this application. The acceptance of the permit shall
constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

Business Name _________________________________Contractor name___________________________________
Business Address ______________________________________ Dearborn Registration No. ____________________
Office Phone Number _____________________________ Cell Phone ______________________________________
Signature of Contractor _____________________________________Email_______________________________
Subscribed and sworn to before me this ________ day  _____________Month ___________ Year

_________________________________________________________________________________________
Notary Public, Wayne County, Michigan    My commission expires _______________

FOR OFFICE USE ONLY

Note: Plan review fees are based on the following fee schedule:
Construction cost $1-$500K is $180
Const. cost greater than $500K = $650 plus 0.0003 of const. value over $500K

Use Group ______ Type of Const ______ = Cost/SF $ _______ X Sq FT _____________ =
($_________________ State ICC Const. value - $500,000) 0.0003 + $650 = $_________________

☐ Application Complete      Plan review fee ($180 Min)  $________
☐ Sealed Land Survey        Administrative $ 42
☐ Four Sets of Drawings, signed and sealed Investigative Fee $________

Building Permit fee $________
Engineering $________
Zoning $________
Water Fee $________
Soil Erosion $________

Staff Initials  ______________
Permit Number  ______________
Date Submitted ______________
Plan Reviewer ______________
Date Approved ______________
PAY THIS AMOUNT $________

January 23, 2018
**DESIGN PROFESSIONAL DESIGNATION**

ALL ENGINEERS/ARCHITECTS PREPARING CONSTRUCTION PLANS FOR PROJECTS WITHIN THE CITY OF DEARBORN MUST SUBMIT THEIR LICENSING INFORMATION FOR VERIFICATION.

INFORMATION MUST BE SUBMITTED ONE TIME ONLY.

ENGINEERS MAY ONLY PRACTICE WITHIN THEIR ENGINEERING DISCIPLINE OR FIELD OF STUDY.

---

* A licensee shall undertake to participate in those phases of a project in which the licensee is competent. In the areas of a project involving architecture, professional engineering and land surveying in which the licensee lacks competence the licensee shall retain licensed professional associates for those phases of that project.” *(Professional Engineers-General Rules-Part 3-Standards of Practice and Professional Conduct R339.16033)*

**DESIGN PROFESSIONAL INFORMATION**

| NAME: | |
| NAME OF COMPANY: | |
| ADDRESS: | |
| PHONE NUMBER: | EMAIL: |
| LICENSE TYPE (CIRCLE ONE): | LICENSE NUMBER: |
| ENGINEERING | ARCHITECTURE |
| FIELD OF STUDY: | |

**EDUCATIONAL BACKGROUND:**

*(A LICENSEE SHALL NOT FALSIFY OR PERMIT MISREPRESENTATION OF THE ACEDMIC OR PROFESSIONAL QUALIFICATIONS OF THE LICENSEE OR LICENSEE’S ASSOCIATES. R339.16031)*

| NAME OF EDUCATIONAL INSTITUTION: | |
| TYPE OF DEGREE: | |

* A COPY OF YOUR BACHELORS OR MASTERS DEGREE IS REQUIRED WITH THIS FORM.*

| SIGNATURE: | DATE: |
**Fire Department Plan Review Instructions/ Checklist**

**MUST BE COMPLETED ON NEW COMMERCIAL BUILDINGS**

In order to provide a high level of service with the most efficient turnaround time, a separate Fire Protection System (FPS) plan will be required for all submitted building plans that are to be reviewed by the Fire Department.

Please review the check sheet below and ensure any items listed that will be part of the final building are shown on the submitted plans.

The Fire Protection Systems plan sheet should be a separate scaled sheet submitted as part of the overall plan packet. Only FPS related items should be on the FPS drawing sheet.

You may submit an additional copy of firemars@ci.dearborn.mi.us.

Any questions please email the address above or call FM Laura Ridenour at 313-943-2839.

---

**Please include any applicable items listed below:**

- **Site plans - to include the following items (as applicable):**
  - Drawings to scale: 1”= 20’ (<1acre) to 1”= 50’ (> 3 acres) & north arrow
  - All existing and proposed site features listed **below** (on the site & within 60 feet)
  - Property lines/boundaries
  - Buildings and all other structures, parking layout (including trash receptacles & method of screening)
  - Fences, gates, access plan for gates
  - Pavement (roads, walks, parking, loading, driveways, curb cuts, etc.)
  - Location of: Hydrants in area, FDC, Knox Box, Fire Lane
  - Schematic landscape plan

- **Floor plans - to include the following items (as applicable):**
  - Occupancy Classification: (MBC Ch.3)
  - Construction Type: (MBC Ch. 6)
  - Riser Room, Fire Pump location
  - Fire Alarm Panel, Remote Annunciator Panel locations
  - Fire Command Center
  - EPO switches

**The FPS plan will be approved/ disapproved as submitted, any changes to any fire protection features will require a resubmittal of the FPS plan page for review. FPS components listed above will not be reviewed on any other plan sheet.**

January 23, 2018