



933 Terrace Street
Muskegon, MI 49443

231-724-6715

Commercial Plans Submittal Checklist

<http://www.muskegon-mi.gov>

Office Use	Applicant	
_____	_____	Building Permit Application must be completely filled out, including:
_____	_____	Contractor's name, phone number, and address
_____	_____	Owner's name, address and phone number
_____	_____	Specify a contact person: name and phone number
_____	_____	Project address
_____	_____	The estimated value of the project (include all materials and labor)
_____	_____	Title Page: must contain all of the following information:
_____	_____	Building Occupancy classification(s)
_____	_____	Building Construction Type
_____	_____	Building square footage (gross and each individual occupancy classification)
_____	_____	Building height.
_____	_____	Occupant Load.
_____	_____	Sprinklered/Unsprinklered
_____	_____	Allowable building area
_____	_____	Area increases used
_____	_____	Site Plan/Civil Drawings: 4 sets
_____	_____	Recommended scale: 1/8" = 1' - 0"
_____	_____	Lot dimensions
_____	_____	Building footprint with all projections & dimensions to all property lines and/or other building
_____	_____	North arrow
_____	_____	Easements
_____	_____	All parking
_____	_____	Location of handicapped parking spaces with access aisles, curb ramps, and other ramps on site
_____	_____	Handicapped access to the buildings from the public way
_____	_____	Location of any and all retaining walls (which require separate permits)
_____	_____	Foundation Plan: 4 sets
_____	_____	Recommended scale: 1/8" = 1' - 0"
_____	_____	Footings, foundation, piers, and grade beams
_____	_____	Post and girder intersections
_____	_____	Fireplaces masonry or gas
_____	_____	Floor Plan: 4 sets
_____	_____	Recommended scale 1/4" = 1' - 0"
_____	_____	Full architectural plans, fully dimensioned and labeled
_____	_____	Exit Plan for each level



933 Terrace Street
Muskegon, MI 49443

231-724-6715

Commercial Plans Submittal Checklist

<http://www.muskegon-mi.gov>

NOTES REGARDING COMMERCIAL SUBMITTAL:

For remodeling and tenant improvement, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

Change of use or new ownership may be subject to site plan review.

Additional Information: