



933 Terrace Street
Muskegon, MI 49443

231-724-6715

Residential Plans Submittal Checklist

Building Guides for Homeowners

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

OFFICE USE	

_____	<p>Building Permit Application must be completely filled out and signed, including:</p>
_____	Contractor's name, phone number, and address
_____	Owner's name, address and phone number
_____	Specify a contact person: name and phone number
_____	If required, architect's name, phone number, e-mail, and fax
_____	All engineer's names and phone numbers
_____	Project address
_____	The estimated value of the project (include all materials and labor)

_____	<p>Plot Plan: 2 sets</p>
_____	Recommended scale: 1/8" = 1' - 0"
_____	Lot dimensions, showing an accurate boundary line survey
_____	Building footprint with all projections & dimensions to all property lines and/or other buildings
_____	North arrow
_____	Easements
_____	Sewer and water lateral locations from street to house
_____	Location of any and all retaining walls (which require separate permits)

_____	<p>Foundation Plan: 2 sets</p>
_____	Recommended scale: 1/4" = 1' - 0"
_____	Soils report by an engineer
_____	Structural and architectural details
_____	Footings, foundation, piers, and grade beams designed by and engineer
_____	Post and girder intersections
_____	Reinforcing spacing and size
_____	Fireplaces masonry or gas
_____	Anchor bolt spacing and size

_____	<p>Floor Plan: 2 sets</p>
_____	Recommended scale 1/4" = 1' - 0"
_____	Full architectural plans, fully dimensioned and labeled
_____	Include adjoining rooms, labeled as to their use with all window and door locations
_____	All wall-to-wall dimensions
_____	All room finish ceiling heights
_____	All window operations to be on the plans (slider, single hung, fixed, casement, etc)

_____	<p>Exterior Elevations: 2 sets</p>
_____	Recommended scale: 1/4" = 1' - 0"
_____	Identify finish materials to be used
_____	All four elevation views
_____	Indicate finish grade location at building exterior



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_____	<p>Structural and Architectural Details: 2 sets (to include all applicable from following)</p> <p>Recommended scale 1/4" = 1' - 0"</p> <p>Roof, to include eaves, overhangs, rake and gables</p> <p>Structural framing details</p> <p>Structural section with details at foundation, floor and roof levels</p> <p>Cross section view in each direction specific to the structure, generic not acceptable</p> <p>Identify all materials, material sizes, spacing, etc.</p> <p>Manufacturer's Specifications for Prefabricated Trusses: 2 sets</p> <p>HVAC Details, with Specifications: 2 sets</p> <p>Location of HVAC equipment</p> <p>Plumbing Details: 2 sets</p> <p>Show all plumbing fixture and water heater locations</p> <p>Show all floor drain locations</p> <p>Electrical Details: 2 sets</p> <p>Service meter location and main breaker size in amps</p> <p>Sub-panel location(s)</p> <p>Stair Details: 2 sets (specific to the plan, not generic)</p> <p>Stairway width, rise, run, landing length, and headroom height</p> <p>Handrail, guardrail, and baluster details</p>

All drawings shall be submitted to a suitable scale. Drawings shall be properly dimensioned and shall indicate the specific use of all rooms and areas, as well as define all construction materials.

Work valued above \$5,000 will require a \$30 Plan Review Fee

If the applications are for models, we will assign it a "MASTER PLAN NUMBER." This will eliminate the need to submit building plans with any future applications of the same model.

Applications for soil erosion and water shall be made at the same time as the building application is submitted.

Additional Information: