



NOTICE TO COMMERCIAL AND INDUSTRIAL BUILDING PERMIT APPLICANTS

Your attention is directed to the attached regulations to be followed when applying for building permits involving commercial and industrial buildings.

The application for permit is to be submitted to the Division of Building and Safety Engineering as follows:

1. One copy of Permit application (completed) with cost of construction. A Plan review fee based upon construction cost is due at this time.
2. Four copies of a complete set of drawings sealed by a registered architect or engineer for new buildings and additions or three sets for interior alterations designed to the 2003 Michigan Building Code.

For All Buildings – Plans must include the following:

- Plans to be submitted on 24" x 36" sheets
- Plans must be accompanied with a CD or DVD, TIF Group 4 Format
- General description of the work
- The use group, occupancy for each area, occupant load and construction type
- Electrical detail (complying to 2002 NEC), Mechanical details (2003 Michigan Mechanical Code), and plumbing details (complying to 2003 Michigan Plumbing Code)
- Egress calculations and patterns
- Exit calculations
- Height and area calculations

For New Construction or Additions:

- Site plan and engineering details
- Elevations, cross sections and floor plans showing construction include all dimensions
- Energy calculations per ASHRAE 90.1, 1999
- Soil borings and design soil bearing capacity for footings

3. Before a building permit will be issued the following must be obtained:
 - A. Site plan approval from the Warren Planning Commission and payment of bond for new buildings and additions only.
 - B. Right-of-Way Permit from the Engineering Department or see Engineering's Website for paperwork.
 - C. Water meter receipt from Warren Water Division (obtain paperwork from the Water Division)
 - D. Soil Erosion Permit from M.C.D.C. office (information attached).
 - E. Structural Test and Special Inspections Agreement (attached).

Submission of the above will help to minimize the required time for processing your application and permit.

CITY OF WARREN ELECTRICAL PLAN REQUIREMENTS
COPY OF ELECTRICAL ORDINANCE OF THE CODE OF ORDINANCES

OF THE CITY OF WARREN SEC. 9-36

Plans and Specifications

An applicant shall submit a detailed set of plans and specifications with the application for an electrical permit for any wiring or alteration to an electrical system if the system requires installation of electrical equipment that has an ampacity of more than 400 amperes for the service or feeder and if the calculated floor area in a building is more the 3,500 square feet. The enforcing agency may request plans for projects that include an unusual design. The electrical drawings shall include all of the following details:

- (a) Lighting Layout.
- (b) Circuiting/power layout
- (c) Switching
- (d) Conductor and raceway sizes
- (e) Wattage schedule
- (f) Service Location and riser diagram
- (g) Load service, feeders and available short circuit current calculations
- (h) A proposed method of construction that is drawn with symbols of a standard form. I panel, service drop and electrical equipment location.

All conductors are assumed to be copper unless otherwise stated in the plan. Specifications, when provided, shall also include the information listed in this rule. The selection of suitable disconnect and over current devices to provide proper coordination and interrupting capacity for a wiring system is the responsibility of the designer. The enforcing agency, when approving electrical plans, does not assume responsibility for the design or for any deviations from any electrical drawings. The permit holder shall ensure that the plans and specifications approved by the enforcing agency, or a certified copy of the plans and specifications, where required, are available on the job for the use of the enforcing agency.



Division of Buildings
& Safety Engineering
One City Square
Suite #305
Warren, MI 48093-2391
(586) 574-4504

Letter of Agreement Structural Tests and Special Inspections

Per Chapter 17 of the 2003 Michigan Building Code

This document is to serve as an official notice that your company or firm will be responsible for the structural tests and special inspections as outlined in Chapter 17 of the 2003 Michigan Building Code for the below noted construction project.

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

Signature of Company Representative:

X

CONSTRUCTION PROJECT: _____

ADDRESS: _____

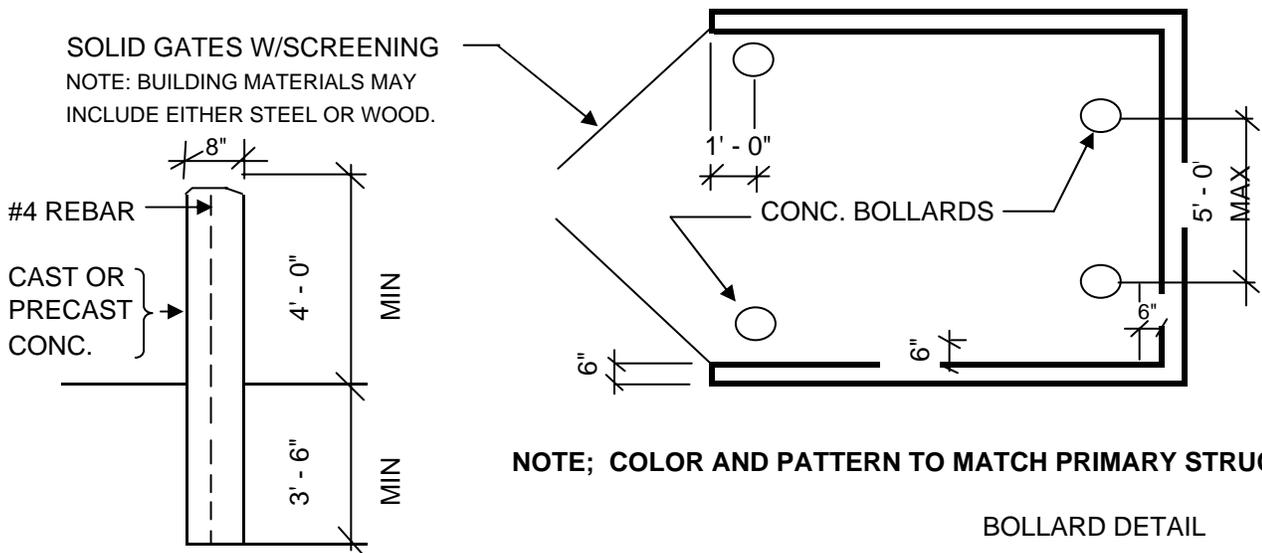
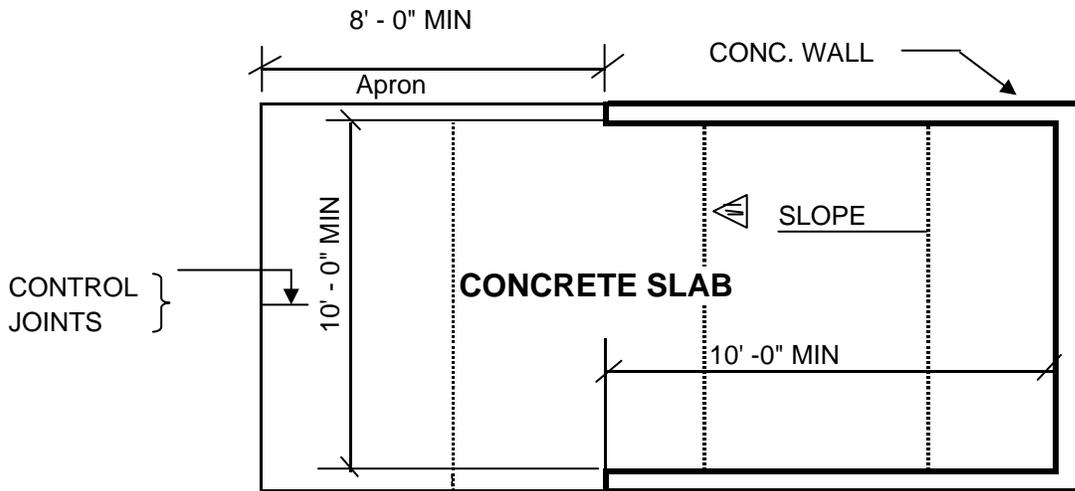
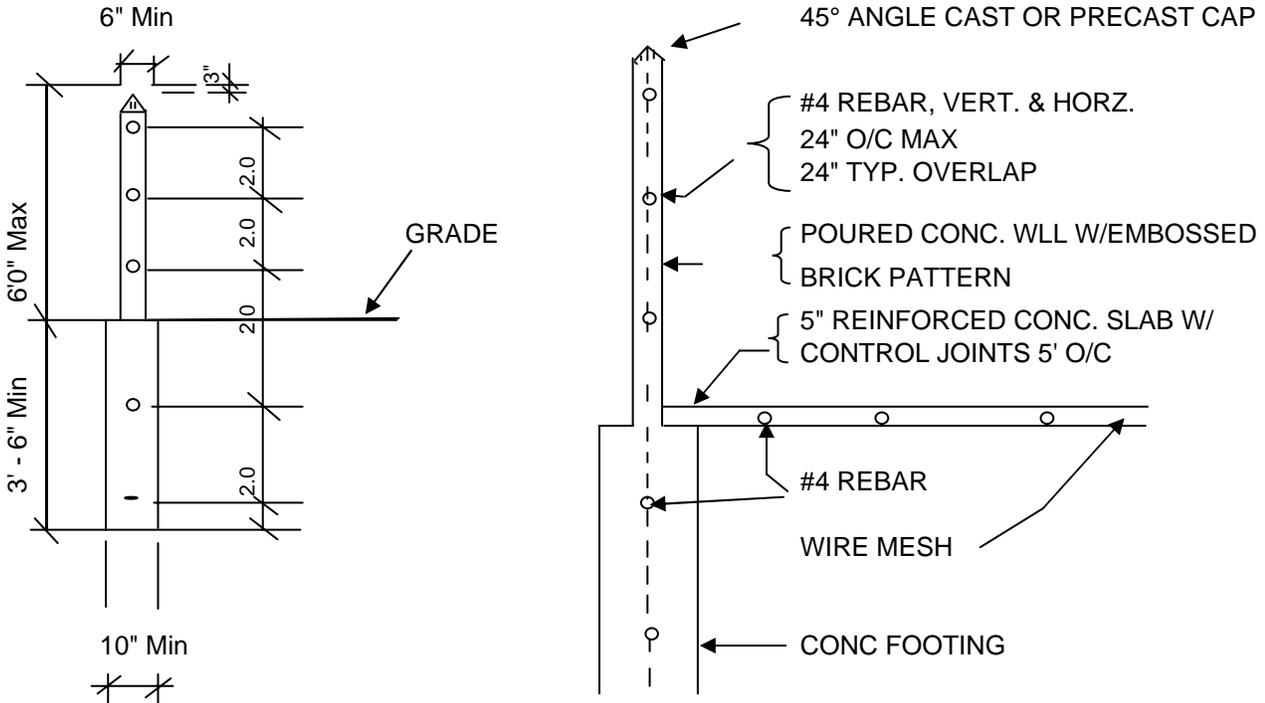
PERMIT NUMBER: _____

Please send all reports to the City of Warren Building Department, "Attention Building Inspector".

A final cover letter will also be required, accompanied with a CD or DVD, using the TIF 4 Format with all test information. This letter must briefly describe the services performed by your company. It must state that all tested and inspected areas are in compliance with all state codes, and it must state that all of the required structural tests and inspections were performed as noted in Chapter 17 of the 2003 Michigan Building Code.

Thank you in advance for your co-operation.

TRASH ENCLOSURE DETAILS



SOIL EROSION PERMIT

Applicant must go to:

Macomb County Drain Commissioner's Office
115 South Groesbeck
Mount Clemens, MI 48043
Phone (586) 469-5327

Submit:

- (A) Two copies of site plan or plot plan
- (B) Written legal description of property
- (C) A fee is required