

GENERAL BUILDING PERMIT PRE-REVIEW CHECKLIST

MULTI-FAMILY RESIDENTIAL or COMMERCIAL

Complete submissions are vital to expediting the Plan Review process. This guideline is for multi-family residential structures containing three or more units and commercial developments. Please refer to one and two family residential use checklist.

Except for school construction, all multi-family (3 or more living units) residential and commercial use buildings are reviewed by the City of Menominee Building Department in accordance with the 2012 Michigan Building Code and applicable referenced codes in that edition. Contact the Building Department by phone at (906) 863-1742 or via email tlesperance@cityofmenominee.net.

All school construction and all trade work, including electrical, mechanical, plumbing, gas piping, and fire protection systems are reviewed by State of Michigan Plan Review Division and may be contacted by phone at (517) 241-9328 or via email at bccplanreviewcodemail@michigan.gov.

Please complete the checklist prior to submittal. **Failure to include all required items may result in rejection of the plan or delays in approval.**

- Completed Building Permit Application.
- Site plan showing location on lot (not required for interior remodeling projects.)
- Grading application plans are required for new structures or additions only. Plan requirements shall be located on the grading application.
- Building square footage on the drawing and on the application form. Please note that one-and two- family dwellings 3,500 square feet or greater require drawings SIGNED AND SEALED by a registered design professional. Signatures and seal must be originals—no copies.
- Two sets of drawings showing the proposed work, including structural, electrical, mechanical, plumbing and fire protection.
- Drawings shall be drawn on the same sheet size, no smaller than 11 inches by 17 inches, and no larger than 24 inches x 36 inches. Drawings may be submitted electronically using the Portable Document Format (PDF).
- Date the drawing prepared.
- Drawings must be stapled into sequential sets with each page numbered consecutively.
- Drawings must have the address of the project on at least the cover sheet.
- Drawings must be scaled (1/8 inch minimum).
- Plans should be competently drawn, clear, with legible writing. An architect is not required (except as noted above), but drawings should clearly indicate the proposed work. Hand drawn rough sketches are not acceptable.
- Copy of Soil Erosion and Sedimentation Control (SESC) permit if project involves disturbance of one or more acres of earth or any disturbance of earth within 500 feet of a lake or stream issued by Menominee County.

Drawings must include the following:

- For new construction, provide floor plans of all floors, showing all relevant information such as door swings, stairs, windows, plumbing fixtures, built-ins, etc. and dimensioned to describe all space sizes. Spaces shall be identified by name and/or intended use.
- For remodeling projects, provide floor plans of all floors being remodeled. Distinguish new from existing -- a dashed line should indicate structures or items to be removed. **Remodeling of rental properties will require that floor plans of all levels be submitted.**
- Elevations of the proposed work should represent the building exterior from each direction -- including window & door dimensions, finish material, etc.
- Cross sections, wall sections, and detail sections to describe the building construction.
- Structural information including dimensions of beams, rafters, wall framing, headers, sheathing, and joists.
- Please see the Construction Drawing Requirements information sheet for more detailed drawing requirements.

- New buildings and additions will require a “Michigan Energy Code Compliance” form be complete and submitted with the application.

Remember, incomplete or noncompliant plans will be returned by the review professional with a list of deficiencies. This process will delay the issuance of your permit. All questions regarding this plan submission should be directed to the Building Official.

Fee Schedule

A. MUNICIPAL LAND-DEVELOPMENT/LAND-USE STANDARDS:

Review and enforcement of municipal land-development and/or land-use standards in accordance with provisions of various Menominee Municipal Codes.

Part 1 – Administrative Review & Approvals:

- Site Plan Review [MMC 109, Article II, Div. 4] (staff) \$ 50/hr. (\$50 min.)
- Floodplain Letters [MMC 109, Article II] (staff) \$ 25
- Zoning Letters (staff) \$ 50/hr. (\$50 min.)
- GIS Mapping (staff) \$ 50/hr. (\$50 min.)
- Historic District Certificate of Appropriateness [MMC 105] (staff, HDC) \$ 100
- Rezoning or Text Amendment Application [MMC 109, Article II, Div. 5] (staff, PC, Council) \$ 600
- Special Use Permit Application (staff, PC) \$ 200
- Subdivisions/Plats Application (staff, PC, Council) \$ 600
- Vacate Street/Alley Application [MMC] (staff, PC, Council) \$ 600
- Zoning Text Amendment [MMC 109, Article II, Div. 5] (staff, PC & Council) \$ 600
- Zoning Code Variance/Appeal [MMC 109, Article II, Div. 3] (staff, ZBA) \$ 200

Part 2 – Land-Development/Use & Zoning Permits:

- Zoning Permits (Certificate of Occupancy):
 - Rental Unit Occupancy [MMC Sec. 103, Article IV] \$ 30/Unit/4-Yr Cycle
 - Sale of Property – proof of equitable title [MMC Sec. 109-70(b)]\$ 30/Unit
 - New, Altered or Changes in Use of a Principal Building [MMC Sec. 109-70(a)] \$ 50
- Driveway & Parking Spaces (new or replacement):
 - One-/two-family residential \$ 30
 - Multi-family residential & commercial) \$ 50
- Fence Permit [MMC 109, Article IX, Div. 6] \$ 30
- Signs (temporary or permanent), [MMC 109, Article VII) \$ 30
- Accessory Buildings ≤200 sq. ft. for 1-/2-family residential use only \$ 30
- Temp. Accessory Buildings for up to 180 days max. (light frame metal &/or canvas) \$ 50

B. STATE BUILDING CONSTRUCTION CODES & STANDARDS:

Review and enforcement of construction activity in accordance with provisions of The Stille-DeRossett Hale Single State Construction Code Act, 1972 PA 230.

Part 1 – Administrative Review & Approvals:

- (a) **New Construction & Additions** – One-/two-family (>3,500 sq. ft.), multi-family & nonresidential:
 - Up to \$500,000 Total Construction Cost* 0.0013 of building cost (\$ 100 min.)
 - Over \$500,000 Total Construction Cost* \$650 plus 0.0003 of building cost over \$500,000
- (b) **Alterations, Remodeling** - Construction where sq. ft. calculations are inappropriate or unavailable:
 - Up to \$15,000 Total Construction Cost* \$ 100
 - Over \$15,000 Total Construction Cost*\$ 75 per Hour (\$ 100 min.)
- (c) **Consulting Services** \$75 per Hour
- (d) **Mechanical, Plumbing, Electrical Plans** (reviewed by Michigan Bureau of Construction Codes)
- (e) **All School Construction Project Plans** (reviewed by Michigan Bureau of Construction Codes)

* Total Construction Cost determined by actual bid construction cost or by multiplying the building area by the per square foot unit value found in the Square Foot Construction Cost Table under the associated Use Group (rows) and Type of Construction (columns). Values approved by the Michigan Department of Licensing and Regulatory Affairs and Construction Code Commission.

B. STATE BUILDING CONSTRUCTION CODES & STANDARDS:

Part 2. Construction Permits:

- (a) **New Construction & Additions:** (all principal and accessory use permits)
- Up to \$1,000 Total Construction Cost (one inspection) \$ 75
 - From \$1,000 to \$10,000 Total Construction Cost* \$ 75 + \$10/\$1,000 over \$1,000
 - From \$10,001 to \$100,000 Total Construction Cost* \$ 165 + \$3/\$1,000 over \$10,000
 - From \$100,001 to \$500,000 Total Construction Cost* \$ 435 + \$2/\$1,000 over \$100,000
 - From \$500,001 or more Total Construction Cost* \$ 1,235 + \$3/\$1,000 over \$500,000
- (b) **Building Construction where sq. ft. calculations are unavailable:**
- Alterations & Remodeling (multi-family & nonresidential)..... \$ 100 per inspection
 - Alteration & Remodeling (one-/two-family residential) \$ 75 per inspection
- (c) **Miscellaneous One-/Two-Family Residential Permits:**
- Deck/Porch (attached to residence or free-standing) \$ 50
 - Manufactured Home Installation (single- or double-wide units) \$ 75
 - Swimming Pool (above- or in-ground, not connected to a patio or deck) \$ 50
 - Swimming Pool w/Deck or Patio Combination \$ 75
 - Moving Building/Structure From Property (requires verified DEQ compliance) \$ 50
 - Moving Building/Structure Onto Property use (a) or (b) above
 - Razing Building/Structure (requires verified DEQ compliance) \$ 50
 - Roofing, installing metal roofing systems over asphalt roofing use (a) above
 - Roofing, tear-off and replace asphalt shingles only NC
 - Siding, installing vinyl or aluminum siding over existing siding only NC
 - Window/Door Replacement (same sizes as existing only) NC
 - Driveway, Apron, Curb Opening, Public Sidewalk \$ 50
 - All Other Construction Projects use (a) or (b) above
- (d) **Miscellaneous Multi-Family Residential Permits:** (3 or more living units)
- Moving Building/Structure From Property (includes land-use permit) \$ 100
 - Moving Building/Structure Onto Property use (a) or (b) above
 - Razing Building/Structure (requires verified DEQ compliance) \$ 100
 - Roofing/Reroofing (all types) use (a) above
 - Fencing – Over 6’ tall (includes land-use permit) \$ 75
 - Driveway/Parking Lot Development (includes land-use permit) \$ 50 per inspection (\$50 min.)
 - Signage structural support on building, pole, pylon, & foundation \$ 75
 - All Other Construction Projects use (a) or (b) above
- (e) **Miscellaneous Nonresidential Permits:** (public/private commercial, industrial or institutional)
- Moving Building/Structure from Property (includes land-use permit) \$ 100
 - Moving Building/Structure onto new Property use (a) or (b) above
 - Razing Building/Structure (includes land-use permit) \$ 100
 - Roofing/Reroofing (all types) use (a) above
 - Fencing – Over 6’ tall (includes land-use permit) \$ 75
 - Driveway/Parking Lot Development (includes land-use permit) \$ 50 per inspection (\$50 min.)
 - Signage structural support (on building, pole, pylon, & foundation) \$ 100
 - All Other Construction Projects use (a) or (b) above

Note: NC means No Charge for permit.

SQUARE FOOT CONSTRUCTION COST TABLE

The "Total Cost of Improvement" (TCI) is determined by selecting the per square foot cost from the each Use Group (row) from the appropriate Type of Construction (column), multiplying by the specific use group area and adding to determine the TCI. These figures are not intended to reflect actual cost of construction, but are only used as a basis for determination of fees related to building permit and plan review fees. Note – Unfinished basements are computed separately at 20% of table cost.

USE GROUP (2012 Michigan Building Code)		TYPE OF CONSTRUCTION								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	125.79	116.80	113.62	121.28	105.14	101.42
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	80.08	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosive	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H-2,3,4	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multi-family, dormitories	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85

N.P. – Use Group is NOT PERMITTED to be constructed with this Type of Construction

Approved by City Council – February 16, 2015

Requirements for Building Permit Inspections

When to Calling for an Inspection

Please call the building inspector's telephone number listed on your building permit at least twelve-four (24) hours prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

Expiration of Permit

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Foundation Work

1. Footing Inspection – Call at least 12 hours prior to placing concrete in piers, trenches and formwork. This inspection will include verification of setbacks from property lines.
2. Backfill Inspection – Call at least 12 hours prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

3. Concrete Inspection – Call at least 12 hours prior to the inspection, prior to pouring concrete to verify the location of work, formwork and installed reinforcement.
4. Rough Inspection – Call at least 12 hours prior to the intended inspection, after the roofing system, all framing, firestopping, and wind bracing has been installed and before any insulation work has commenced. Note – all rough installation of electrical, mechanical, and plumbing work must be completed by the appropriate state inspector prior to the building rough inspection.
5. Insulation Inspection – Call at least 12 hours prior to the intended inspection, after the insulation and vapor barrier have been completed.

Final Approval

6. Final Inspection – The final inspection is to be made upon completion of the building or structure, and before occupancy occurs. All landscaping and erosion control measures have been completed unless the property owner assumes responsibility for this work in writing from the general contractor.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number, and the Bureau of Fire Services project number (for Schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are issued and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.