

City of Flushing
 725 East Main Street
 Flushing, MI 48433
 administration@flushingcity.com
 P: 810-659-5665 F: 810-659-0569

Commercial Plans Submittal Checklist

Office Use	Applicant
_____	<p>Building Permit Application must be completely filled out, including:</p>
_____	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)
_____	<p>Title Page: must contain all of the following information:</p>
_____	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
_____	<p>Site Plan/Civil Drawings: 4 sets</p>
_____	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)
_____	<p>Foundation Plan: 4 sets</p>
_____	Recommended scale: 1/8" = 1' - 0"
_____	Footings, foundation, piers, and grade beams
_____	Post and girder intersections
_____	Fireplaces masonry or gas
_____	<p>Floor Plan: 4 sets</p>
_____	Recommended scale 1/4" = 1' - 0"
_____	Full architectural plans, fully dimensioned and labeled
_____	Exit Plan for each level

City of Flushing
 725 East Main Street
 Flushing, MI 48433
 administration@flushingcity.com
 P: 810-659-5665 F: 810-659-0569

Commercial Plans Submittal Checklist

Office Use	Applicant
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Exterior Elevations: 4 sets Recommended scale: 1/4" = 1' - 0" Identify finish materials to be used</p> <p>Structural and Architectural Details: 4 sets (to include all applicable from following) Recommended scale: 3/4" = 1' - 0" Roof, to include eaves, overhangs, rake and gables Floor changes (i.e. slab-to-wood frame) Handrails, guardrails, and support details Structural framing details Fire wall, fire barrier and fire partition details Suspended ceiling plan with support details Structural section with details at foundation, floor and roof levels Typical cross section in each direction Special inspections required</p> <p>Manufacturer's Specifications for Prefabricated Trusses: 4 sets</p> <div data-bbox="341 1182 1373 1383" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Trusses Comments:</p> </div>
<p>_____</p>	<p>Accessibility: Clearly show all accessible features on the construction documents per the current International Building Code, and ANSI A-117.1</p>

City of Flushing
725 East Main Street
Flushing, MI 48433
administration@flushingcity.com
P: 810-659-5665 F: 810-659-0569

Commercial Plans Submittal Checklist

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: