

CHECKLIST FOR ACCEPTING FILES FOR PLAN REVIEW

1. All applications and prints must be completely filled out and legible. We must be able to read and copy all prints with clarity.
2. All other paper work that is applicable must be with the file before the file will be accepted for plan review. Examples of other paperwork we may need include but are not limited to; zoning permission, well & septic permits, driveway permits, soil erosion permits, any variances from any local boards, etc.
3. There must be plans of what the project consists of. Examples include but are not limited to the following:
4. For all **Stick Built Homes** we must have 3 complete sets of structural plans. Plans do not have to be sealed unless the 'habitable space' exceeds 3,500 sq. ft. We need all of the following and all drawings must be dimensioned.
 1. An architectural drawing of each side elevation. (north, south, east and west).
 2. A floor plan of each story or level, showing the use of each space, location of all doors and windows door and window sizes, location of smoke detectors and egress windows.
 3. Details of any stairwells (dimensioned).
 4. Cross section elevation of the home from footing to roof peak (describing materials used to build the structure).
 5. Compliance with #5 below.
 6. Any other details that may be helpful in showing us how you intend to build the home.
5. Engineered specs for all Trusses, TJI'S or any other engineered structural component must be submitted for any building using these engineered components.
6. **HUD** approved homes must be submitted with all of the following:
 1. Footing/foundation print
 2. A copy of Manufacturer's installation book
 3. The HUD serial numbers for all sections being used
 4. A copy of the installation instructions as provided by the manufacturer of the tie-down system.

The following information must be submitted for the tie-down system to be used:

 - a. Manufacturer's installation instructions
 - b. A certificate of approval from the State of Michigan Department of Commerce for the tie-down system.
 - c. Information pertaining to the type or types of soil the system has been tested to be installed in.
 - d. The model number of the system.
7. **STATE OF MICHIGAN** pre-manufactured approved homes must be submitted with following information:
 1. Footing /foundation print
 2. A copy of the approved building system (if not already on file)
 3. A copy of the building system approval report (if not already on file)

IF THERE ARE ANY QUESTIONS REGARDING THESE REQUIREMENTS, PLEASE SPEAK TO THE BUILDING OFFICIAL. THESE REQUIREMENTS ARE AS MANDATED BY THE STATE OF MICHIGAN.