



City of Owosso  
 Building Department  
 301 W Main St  
 Owosso, MI 48867  
 989-725-0535

**Commercial Plans  
 Submittal Checklist**

Office Use	Applicant <b>Building Permit Application must be completely filled out and signed, including:</b>
	Contractor's name, phone number and address
	Owner's name, phone number and address
	Specify a contact person: name and phone number
	Project address
	The estimated value of the project (include all materials and labor)
	<b>Title Page: must contain all of the following information:</b>
	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
	<b>Site Plan/Civil Drawings: 4 sets</b>
	Recommended scale: 1/8" = 1' - 0"
	Lot dimensions
	Building footprint with all projections & dimensions to all property lines and/or other buildings
	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 retaining walls (which require separate permits)
	<b>Foundation Plan: 4 sets</b>
	Recommended scale: 1/8" = 1' - 0"
	Footings, foundation, piers and grade beams
	Post and girder intersections
	Fireplaces masonry or gas

Office Use	Applicant
	<b>Floor Plans: 4 sets</b>
	Recommended scale: 1/4" = 1' - 0"
	Full architectural plans, fully dimensioned and labeled
	Exit plan for each level
	<b>Exterior Elevations: 4 sets</b>
	Recommended scale: 1/4" = 1' - 0"
	Identify finish materials to be used
	<b>Structural and Architectural Details: 4 sets (to include all applicable from the following)</b>
	Recommended scale: 1/4" = 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
	<b>Manufacturer's Specifications for Prefabricated Trusses: 2 sets</b>
	<b>Trusses Comments:</b>
	<b>HVAC Details: 4 sets</b>
	Location of HVAC equipment
	Duct location and layout for supply and return air
	Smoke/fire damper locations
	CFMs of all HVAC units
	Gas line drawing, including input rating in BTU's of all equipment
	<b>Plumbing Layout (to include all supply and drainage piping)</b>
	Show all water heaters
	Sewer connection location
	Grease, oil, sand interceptors and sizing calculations
	Location and type of back-flow prevention devices
	<b>Electrical Plan:</b>
	Panel size(s) and location(s)
	Outlet layout

**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**

**Want to know more? Need more help?**

We hope you found the information in this guide useful.  
If you have any questions, please feel free to contact us.

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