



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

**Residential Plans  
 Submittal Checklist**

Applicants for building permits are obliged to become familiar with the pertinent sections of the current issue of Chapter 38 - Zoning Ordinance, and Chapter 8 - Buildings and Building Regulations of the Owosso City Code, which outlines codes currently in effect and modifications adopted.

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
		If required, architect's name, phone number, email
		Engineer's name and phone number
		Project address
		The estimated value of the project (include all materials and labor)
		<b>Plot Plan: 2 sets</b>
		Recommended scale: 1/8" = 1' - 0"
		Lot dimensions, showing an accurate boundary line survey
		Building footprint with all projections & dimensions to all property lines and/or other buildings
		North arrow
		Easements
		Sewer & water lateral locations from street to house
		Location of any retaining walls (which require separate permits)
		<b>Foundation Plan: 2 sets</b>
		Recommended scale: 1/4" = 1' - 0"
		Soils report by an engineer
		Structural and architectural details
		Footings, foundation, piers and grade beams designed by an engineer
		Post and girder intersections
		Reinforcing spacing and size
		Fireplaces masonry or gas
		Anchor bolt spacing and size
		<b>Floor Plan: 2 sets</b>
		Recommended scale: 1/4" = 1' - 0"
		Full architectural plans, fully dimensioned and labeled
		Include adjoining rooms, labeled as to their use with all window and door locations
		All wall-to-wall dimensions
		All room finish ceiling heights
		All window operations to be on the plans (slider, single hung, fixed, easement, etc.)

Office Use	Applicant
	<b>Exterior Elevations: 2 sets</b>
	Recommended scale: 1/4" = 1' – 0"
	Identify finish materials to be used
	All four elevation views
	Indicate finish grad location at building exterior
	<b>Grade Slip: 1 copy</b>
	<b>Structural and Architectural Details: 2 sets (to include all applicable from the following)</b>
	Recommended scale: 1/4" = 1' – 0"
	Roof, to include eaves, overhangs, rake and gables
	Structural framing details
	Structural section with details at foundation, floor and roof levels
	Cross section view in each direction specific to the structure, generic not acceptable
	Identify all materials, material sizes, spacing, etc.
	<b>Manufacturer's Specifications for Prefabricated Trusses: 2 sets</b>
	<b>HVAC Details, with Specifications: 2 sets</b>
	Location of HVAC equipment
	<b>Plumbing Details: 2 sets</b>
	Show all plumbing fixture and water heater locations
	Show all floor drain locations
	<b>Electrical Details: 2 sets</b>
	Service meter location and main breaker size in amps
	Sub-panel location (s)
	<b>Stair Details: 2 sets (specific to the plan, not generic)</b>
	Stairway width, rise, run, landing length, and headroom height
	Handrail, guardrail, and baluster details

All drawings shall be submitted to a suitable scale. Drawings shall be properly dimensioned and shall indicate the specific use of all rooms and areas, as well as define all construction materials.

**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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