



Application for Plan Examination  
**Isabella County Inspection Department**

200 N. Main St.  
 Mt. Pleasant, MI 48858  
 (989) 317-4061

**\*\*\*OFFICE USE ONLY\*\*\***

Plan Review No.: \_\_\_\_\_  
 Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Check No. \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

**Note: The applicant is responsible for all fees applicable to this application. Please fill out completely, incomplete applications will be returned to the applicant.**

<b>FACILITY INFORMATION</b>					
FACILITY NAME			STREET/SITE ADDRESS		
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED					
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township Of: _____ Property Tax ID # <b>(required)</b> _____					
<b>BUILDING DATA</b>					
GROSS FLOOR AREA					
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair					
CLASSIFICATION PER BUILDING CODE					
Building Use _____ Construction Type _____ No. of Occupants _____ Area/Floor _____ No. of Floors _____					
FIRE SPRINKLERS					
<input type="checkbox"/> Entire Building <input type="checkbox"/> Limited Area _____ <input type="checkbox"/> None					
CONSTRUCTION VALUE					
\$ _____					
<b>PLAN REVIEW REQUEST (check all that apply)</b>					
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____					
<input type="checkbox"/> Barrier Free <input type="checkbox"/> Footing / Foundation <input type="checkbox"/> Energy <input type="checkbox"/> Fire Sprinkler (may require 3 <sup>rd</sup> party plan review)					
<b>BUILDING OWNER</b>					
NAME			CONTACT PERSON / EMAIL		
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include Area Code)
<b>PROJECT ARCHITECT/ENGINEER</b>					
NAME (Company or Individual)				MICHIGAN LICENSE NUMBER	
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include Area Code)
<b>APPLICANT (Note: All correspondence will be sent to this address &amp; applicant is responsible for all fees applicable to this application.)</b>					
NAME OF COMPANY			APPLICANT NAME / EMAIL		
ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include Area Code)
APPLICANT SIGNATURE <b>(Must be an original signature)</b>			DATE		FAX NUMBER (include Area Code)

## ISABELLA COUNTY PLAN EXAMINATION PROCESS

1. A completed application including Two (2) sets of Construction Documents and one digital form is available prepared and designed by a registered design professional licensed in Michigan shall be submitted to the Community Development Department, [abaumann-seid@isabellacounty.org](mailto:abaumann-seid@isabellacounty.org).

Projects exempt from the Plan Review Process include:

### **Building**

- a. When repair work is determined by the building official to be of a minor nature.
- b. When utility structures are 100 square feet or less relative to one-and two-family dwellings.

### **Electrical**

- a. *When the electrical system rating does not exceed 400 amps and the building is not more than 3,500 sq. ft. (The code official may require plans for projects that include unusual design.)*

### **Mechanical**

- a. *One and two-family dwellings when the heating or cooling input rating is 375,000 Btu's or less.*
- b. *Alterations determined by the code official to be minor in nature.*
- c. *Business, mercantile and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 sq. ft.*
- d. *Work completed by a governmental subdivision or state agency costing less than \$15,000.*

### **Plumbing**

- a. *One and two-family dwellings containing not more than 3,500 sq. ft. of building area.*
- b. *Alterations determined by the code official to be minor in nature.*
- c. *Business, mercantile and storage with a required plumbing fixture count less than twelve (12).*
- d. *Work completed by a governmental subdivision or state agency costing less than \$15,000.*

2. Construction Documents shall be drawn to scale and shall be of sufficient clarity to include location, nature, and extent of work proposed and show in detail that the work conforms to the provisions of the code.
3. Upon submission of a completed application along with construction documents, the application shall be logged and input into the departmental database system.
4. Once the application is logged into the database system an invoice shall be created and mailed to the applicant. **FINAL PLAN APPROVAL SHALL NOT BE GRANTED UNTIL FINAL PAYMENT IS RECEIVED.**
5. The Plan Reviewer shall have 10 business days to complete the initial Plan Review and submit comments in writing to the applicant of their findings. **NO PERMITS SHALL BE ISSUED UNTIL FINAL PLAN APPROVAL IS COMPLETED. UNLESS, THE CODE OFFICIAL AUTHORIZES THE ISSUANCE OF A PERMIT FOR PART OF THE CONSTRUCTION BEFORE THE CONSTRUCTION DOCUMENTS FOR THE ENTIRE PROJECT HAVE BEEN APPROVED, PROVIDED ADEQUATE INFORMATION HAS BEEN FILED COMPLYING WITH THE REQUIRMENTS OF THE CODE. THE PERMIT HOLDER MAY PROCEED AT THEIR OWN RISK WITHOUT ASSURANCE THAT THE PERMIT FOR THE ENTIRE PROJECT WILL BE GRANTED.**

6. Any and all comments, questions, code issues or clarifications requested regarding the Construction Documents shall be mailed to the applicant and a copy provided to the Building Official. All additions, responses, clarifications or amended documents shall be provided to the code official in writing and copy shall be forwarded to the Building Official.
7. Upon Final Plan Approval the code official shall return a copy of the Approved Construction Documents (Stamped Approved) to the applicant. These documents shall be kept on the project site and made available for examination by the code officials.
8. A set of Approved Construction Documents (Stamped Approved) shall also be provided to the Building Official.
9. The Approved Construction Documents (Stamped Approved) will be scanned and filed in the Community Development Department archive database system.
10. Once Construction Documents are approved they may not be changed, modified or altered without written authorization from the code official.
11. The Approval of Construction Documents **shall not** be construed to be an approval of, any violation of any of the provisions of the code. The issuance of a permit based upon Approved Construction Documents and other data shall not prevent the code official from thereafter requiring the correction of errors in said Construction Documents.

***\*\*NOTICE: Projects requiring, Electrical, Mechanical and Plumbing Plan Review in the City of Mt. Pleasant or the Charter Township of Union shall be submitted to the Community Development Department located at 200 N. Main St., Mt. Pleasant MI 48858. Submittal shall include a Complete Application along with two (2) sets of Construction Documents. For additional information contact (989) 317-4061.***