



NILES CHARTER TOWNSHIP  
DEPARTMENT OF BUILDING SAFETY  
NILES MICHIGAN



JEFFREY A. DUNLAP  
BUILDING OFFICIAL

## Non-Residential Construction Project Application Requirements

1. **Zoning** compliance application – completed (fee due upon issuance).
2. **Building** permit & plan examination application – completed (fee due upon issuance).
3. **Construction documents** (plans, specifications, engineering data, manufacturer information, etc.) in digital format at 300 dpi (minimum), PDF format and unlocked, and five (5) sets of plans & specifications which includes at minimum the following:
  - **Site plan** to scale showing the size and location of new construction and existing structures (if applicable) on the site and distances from lot lines. Established street grades and proposed finish grades, flood hazard areas, floodways, and design flood elevations if applicable; and it shall be drawn in accordance with an accurate boundary line survey. Fire apparatus access road details must also be provided. [106.2]
  - **Foundation and soils investigation** report from soil tests *or* satisfactory data from adjacent areas. See Chapter 18 of the Michigan Building Code. [106.1.1]
  - **Footing and foundation** details including, footing and foundation wall dimensions, concrete compressive strength, CMU (block) information, air-entrainment, wall height, rebar size and location. [106.1.1]
  - **Floor construction** details including design loads and manufacturer information [106.1.1]
  - **Floor layout** in plan view (scaled) with dimensions of all exterior openings, dimensions of all rooms and spaces and the square footage of all rooms. Rooms must be labeled for occupancy use. [106.1.1]
  - **Fire areas** should be identified (those areas enclosed and bounded by fire walls, fire barriers, exterior walls or fire-resistance-rated horizontal assemblies) along with applicable UL and/or GA assembly numbers. [106.1.1]
  - **Means of egress** must show in sufficient detail the location, construction, size and character of all portions of the means of egress (in compliance with provisions of the code). In other than occupancies in Groups, R-2, R-3, and I-1, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces. [106.1.2]
  - **Wall construction** details including height and framing type and dimensions. Top and bottom connection details with manufacturer information (if applicable). Header and beam information for all openings and wall bracing method utilized. Detail exterior and interior coverings including and exterior wall finish. Provide pre-engineered building manufacturer installation instructions and design data if applicable. [106.1.1]
  - **Roof – ceiling construction** including, roof slope, framing details for rafters and/or truss layout and truss design drawings with ALL applicable loading information. Roof sheathing grade and thickness, roof ventilation details with intake and exhaust information. [106.1.1]



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- **Exterior wall envelope** including details of flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings. [106.1.3]
- **Roof assemblies** should indicate the classification of roof covering material with underlayment details and ice barrier information. If solar panels or other rooftop equipment will be utilized indicate adequate design and provide manufacturer information. If SIP (Structural Insulated Panels) or other engineered roof construction/assembly products will be used provide manufacturer information. [106.1.1]
- **Energy efficiency** details must be provided which demonstrate compliance to the current Michigan Uniform Energy Code. This office will accept COMcheck using ASHRAE 90.1-2007. [106.1.1]
- **Fire protection systems** (if applicable) would include plans and specifications for the automatic sprinkler system, fire-extinguishing systems, standpipe systems, show locations for portable fire extinguishers, fire alarm and detection systems, emergency alarm systems, smoke control systems, smoke and heat venting systems, fire command center information, and fire department connections. [106.1.1, 106.1.1.1]
- **Accessibility** features should be detailed on plans including, exterior and interior accessible routes, identify accessible entrances, parking and passenger loading facilities, identify dwelling and/or sleeping units (if applicable) as “Accessible”, “Type A” or “Type B” on plans. Special occupancies (Section 1108) should be identified with sufficient detail to apply code provisions. Other features and facilities (1109) should be identified with sufficient detail to apply code provisions. Signage for accessible elements, directional signage and other signs (1110.3) should be indicated by reference on the code conformance page (or other location). [106.1.1]
- **Special inspection** statement(s) should be submitted in accordance with Section 1705 of the Michigan Building Code at the time of application. [1704.1]
- **Phased construction plan** if applicable should be submitted which includes at minimum, identifiable areas and/or elements which will be completed or ready for inspections. These phased construction areas should be identified on the plans along with a sequenced numerical (or alphabetical) system to aide in determining locations. [106.1.1, 106.3]
- **Design professional in responsible charge** if applicable should be identified; contact our office for a form. [106.3.4.1]
- **Mechanical** systems plans and specifications should be submitted to the Niles Charter Township Mechanical Division for review. Consult the Niles Charter Township Mechanical Permit and Plan Examination form for plan review information. [MMC-106.3.1]



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- **Plumbing** systems plans and specifications should be submitted to the Niles Charter Township Plumbing Division for review. Consult the Niles Charter Township Plumbing Permit and Plan Examination form for plan review information. [MPC-106.3.1]
- **Electrical** systems plans and specifications should be submitted to the Niles Charter Township Electrical Division for review. Consult the Niles Charter Township Electrical Permit and Plan Examination form for plan review information. [MEC-80.21]
- **Appendix** information should be included if applicable. The following appendices may apply as adopted by the State of Michigan under Rule 408.30401:
  - A. NOT ADOPTED (EMPLOYEE QUALIFICATIONS).
  - B. NOT ADOPTED (BOARD OF APPEALS).
  - C. NOT ADOPTED (GROUP U AGRICULTURAL BUILDINGS).
  - D. NOT ADOPTED (FIRE DISTRICTS).
  - E. NOT ADOPTED (SUPPLEMENTARY ACCESSIBILITY REQ.).
  - F. **RODENTPROOFING.**
  - G. **FLOOD-RESISTANT CONSTRUCTION.**
  - H. **SIGNS.**
  - I. NOT ADOPTED (PATIO COVERS).
  - J. NOT ADOPTED (GRADING).
  - K. NOT ADOPTED (ICC ELECTRICAL CODE).

4. **Sewer** or **Septic** Permit (Berrien County Sewage Disposal Ordinance, Section 7.2). [R106.1.1]
5. **Well** or **Water** Permit (Berrien County Private and Type III Public Ground Water Supply Ordinance, Section 7.3.1). [R106.1.1]
6. Berrien County **Soil Erosion** Permit, if applicable. [R106.1.1]
7. Berrien County Road Commission (or MDOT) **Driveway** Permit. [R106.1.1]
8. **DEQ** Permit, if applicable (floodplain, wetlands). [R106.1.1]

Review Time: Once ALL documentation is received the application shall be granted, in whole or in part, or denied within **10 business days**, except that in the case of an unusually complicated building or structure, action shall be taken within **15 business days**. [excerpt from the Stille-DeRossett-Hale Single State Construction Code Act, Act 230 of 1972 as amended, Section 11, MCL 125.1511]



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**Web Links**

Berrien County Health Department private sewage information:

<http://www.bchdmi.org/On-siteSewage.htm>

Berrien County Health Department private (water) well information:

<http://www.bchdmi.org/GroundWater.htm>

Berrien County Drain Commission soil erosion permit application:

<http://www.berriencounty.org/forms/soilerosion.pdf>

Berrien County Road Commission right-of-way permit application:

<http://www.bcroad.org/Permit.PDF>

Michigan DEQ floodplain and wetlands information:

[http://www.michigan.gov/deq/0,1607,7-135-3307\\_29692\\_24403---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3307_29692_24403---,00.html)