



## CITY OF DEARBORN COMMERCIAL BUILDING & RENOVATION PERMIT

- Commercial Building Permit-** New commercial building, structure, or additional square footage.
- Commercial Renovation Permit-** For interior or exterior remodeling, repairs, or Build-out.
  - Four (4) sets of a sealed land survey, sealed by a land surveyor for new construction.
  - Four (4) sets of drawings are required for all applications, showing the following:
  - Every sheet of every set shall be signed & sealed by a state-licensed architect or engineer

### **New construction Plans Require:**

- . Site Plan
- . Foundation Plan
- . Floor Plan, identifying all rooms
- . Elevations
- . Section Plans
- . Electrical Plan
- . Plumbing Plan
- . Heating Plan
- . Parking lot Plans

### **Renovation Plans Require:**

- . What will be removed
- . What will be added
- . Floor Plan, identifying all rooms
- . Complete floor, wall and ceiling detail
- . Section Plans
- . Electrical Plan
- . Plumbing Plan
- . Heating Plan
- . Parking lot Plans

### **The following inspections are required for a Commercial Building or Renovation Permits:**

- |   |  |
|---|--|
| #210 Footing inspection before concrete   | #235 Framing inspection after mechanical roughs        |
| #216 Concrete floors before concrete      | #237 Fire rated drywall inspection before mud and tape |
| #220 Basement backfill/drain tile exposed | #239 Fire resistant penetrations after drywall         |
| #232 Insulation prior to drywall          | #240 Final project inspection after mechanical finals  |

The following permits may also be required to complete your project:

Plumbing Permit  
Electrical Permit  
HVAC Permit (Mechanical)

Concrete Permit  
Soil Erosion Permit  
Fire Alarm/Suppression Permit

**\*\*NOTE:** *Permit Applications and related construction documents are valid for 180 days. Pursuant to the State of Michigan Building Code, if a permit is not issued within 180 days after the date of submittal, the proposed work shall be deemed to have been abandoned. Permit applications and related documents will be void and destroyed.*

January 23, 2023



**City of Dearborn**  
**PERMIT & PLAN REVIEW OFFICE**  
 16901 Michigan, Suite 6, Dearborn, MI 48126  
 (313) 943-2442

For Office use only
Permit # _____
Date submitted _____
Intake initials _____

**COMMERCIAL BUILDING** or  **RENOVATION PERMIT APPLICATION**

**PERMIT APPLICATION ADDRESS** \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 Applicant mailing Address \_\_\_\_\_  
 Applicant Telephone Number \_\_\_\_\_ Cell \_\_\_\_\_  
 Applicant EMAIL \_\_\_\_\_

**BUSINESS OWNER INFORMATION:**

Business Name \_\_\_\_\_ Business Owners Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Have you completed a Re-Occupancy application with Commercial Services? YES or NO (Circle one)  
 If yes, has your Building Inspection been completed? YES or NO (Circle one)  
 If the answers to the above are NO, is there a current C of O for this business? - YES or NO - C of O date \_\_\_\_\_

**Note: If the above answers are NO, you MUST complete a Re-Occupancy application with Commercial Services before any permits will be released**

**DESCRIPTION OF PROPOSED WORK:**

- New Building     Addition     Renovation     Exterior     Interior

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Use group	Construction type	Occupant load	Barrier free req'd	Fire walls	No. dwelling units
Square footage	Plumbing Permit Y or N	Electrical Permit Y or N	HVAC Permit Y or N	Parking Lot Permit Y or N	Service Walk Permit Y or N

**CONSTRUCTION CONTRACT COST:** \$ \_\_\_\_\_ (INCLUDE A COPY OF CONTRACT WITH APPLICATION)

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work in a residential building or a residential structure. Violators of section 23a are subjected to civil fines.**

January 23, 2023

**ARCHITECT or ENGINEER** (that sealed plans):

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Telephone No. \_\_\_\_\_ Cell \_\_\_\_\_  
License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**PROPERTY OWNER INFORMATION/AFFIDAVIT:**

I do hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application:

Printed Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Cell \_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Application is hereby made for a permit to perform work as described in this application and the accompanying drawings, which are a part of this application. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

Business Name \_\_\_\_\_ Contractor name \_\_\_\_\_  
Business Address \_\_\_\_\_ Dearborn Registration No. \_\_\_\_\_  
Office Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Signature of Contractor \_\_\_\_\_ Email \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day \_\_\_\_\_ Month \_\_\_\_\_ Year

\_\_\_\_\_  
Notary Public, Wayne County, Michigan My commission expires \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Note:** Plan review fees are based on the following fee schedule:

Construction cost \$1-\$500K is **\$200**

Const. cost greater than \$500K = \$700 plus 0.0003 of const. value over \$500K

Use Group \_\_\_\_\_ Type of Const \_\_\_\_\_ = Cost/SF \$ \_\_\_\_\_ X Sq FT \_\_\_\_\_ =

(\$ \_\_\_\_\_ State ICC Const. value - \$500,000) 0.0003 + \$700 = \$ \_\_\_\_\_

- Application Complete
- Sealed Land Survey
- Four Sets of Drawings, signed and sealed

Staff Initials \_\_\_\_\_  
Permit Number \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
  
Plan Reviewer \_\_\_\_\_  
Date Approved \_\_\_\_\_

Plan review fee (\$200 Min) \$ \_\_\_\_\_  
Administrative \$ 100  
Investigative Fee \$ \_\_\_\_\_  
Building Permit fee \$ \_\_\_\_\_  
Engineering \$ \_\_\_\_\_  
Zoning \$ \_\_\_\_\_  
Water Fee \$ \_\_\_\_\_  
Soil Erosion \$ \_\_\_\_\_

**PAY THIS AMOUNT** \$ \_\_\_\_\_

January 23, 2023

## DESIGN PROFESSIONAL DESIGNATION

ALL ENGINEERS/ARCHITECTS PREPARING CONSTRUCTION PLANS FOR PROJECTS WITHIN THE CITY OF DEARBORN MUST SUBMIT THEIR LICENSING INFORMATION FOR VERIFICATION.

INFORMATION MUST BE SUBMITTED ONE TIME ONLY.

ENGINEERS MAY ONLY PRACTICE WITHIN THEIR ENGINEERING DISCIPLINE OR FIELD OF STUDY.

*A licensee shall undertake to participate in those phases of a project in which the licensee is competent. In the areas of a project involving architecture, professional engineering and land surveying in which the licensee lacks competence the licensee shall retain licensed professional associates for those phases of that project.” (Professional Engineers-General Rules-Part 3-Standards of Practice and Professional Conduct R339.16033)*

### DESIGN PROFESSIONAL INFORMATION

NAME:

NAME OF COMPANY:

ADDRESS:

PHONE NUMBER:

EMAIL:

LICENSE TYPE (CIRCLE ONE):

LICENSE NUMBER:

ENGINEERING    ARCHITECTURE

FIELD OF STUDY:

EDUCATIONAL BACKGROUND:

*(A LICENSEE SHALL NOT FALSIFY OR PERMIT MISREPRESENTATION OF THE ACEDMIC OR PROFESSIONAL QUALIFICATIONS OF THE LICENSEE OR LICENSEE’S ASSOCIATES. R339.16031)*

NAME OF EDUCATIONAL INSTITUTION:

TYPE OF DEGREE:

\* A COPY OF YOUR BACHELORS OR MASTERS DEGREE IS REQUIRED WITH THIS FORM.\*

SIGNATURE:

DATE:

## Fire Department Plan Review Instructions/Checklist

***MUST BE COMPLETED ON NEW COMMERCIAL BUILDINGS***

In order to provide a high level of service with the most efficient turnaround time, a separate Fire Protection System (FPS) plan will be required for all submitted building plans that are to be reviewed by the Fire Department.

Please review the check sheet below and ensure any items listed that will be part of the final building are shown on the submitted plans.

The Fire Protection Systems plan sheet should be a separate scaled sheet submitted as part of the overall plan packet. Only FPS related items should be on the FPS drawing sheet.

You may submit an additional copy of [firemars@dearborn.gov](mailto:firemars@dearborn.gov)

Any questions please email the address above or call FM Mike Kleitch 313-943-2839

Please include any applicable items listed below:

**Site plans - to include the following items (as applicable):**

Drawings to scale: 1" = 20' (<1acre) to 1" = 50' (> 3 acres) & north arrow

All existing and proposed site features listed **below** (on the site & within 60 feet)

Property lines/boundaries

Buildings and all other structures, parking layout (including trash receptacles & method of screening)

Fences, gates, access plan for gates

Pavement (roads, walks, parking, loading, driveways, curb cuts, etc.)

Location of:  
Hydrants in area, FDC, Knox Box, Fire Lane

Schematic landscape plan

**Floor plans - to include the following items (as applicable):**

Occupancy Classification: (MBC Ch.3)

Construction Type: (MBC Ch. 6)

Riser Room, Fire Pump location

Fire Alarm Panel, Remote Annunciator Panel locations

Fire Command Center

EPO switches

**The FPS plan will be approved/disapproved as submitted, any changes to any fire protection features will require a resubmittal of the FPS plan page for review. FPS components listed above will not be reviewed on any other plan sheet.**

January 23, 2023