

Permit Application Requirements: What To Include with your Permit Application

Residential Projects:

ALL PROJECTS:

Plans and Specifications: Plans and specifications may be created by the property owner or an engineer or architect if the project is for a one- or two-family structure of less than 3,500 square feet.

Two (2) sets of complete plans and specifications including a dimensioned site plan showing all existing and proposed improvements, all elevations, wall details, foundation and floor plans for each level must be included with any permit applications for residential projects. Lumber species, grade of lumber to be used, spacing of materials and any special design notations that may apply to the project should be indicated on the plans and specifications. The valuation or contract price of all new construction work, remodeling, additions or alterations to existing buildings should be included. New residential construction valuation will be computed by the City's Building Department.

Include all State of Michigan Energy Code Compliance forms.

On a separate sheet, indicate the code document(s) by which the plans and specifications were designed.

Plans and specifications should be complete enough so that another contractor or homeowner could construct the project as outlined in the prints.

Site Plans: If a site plan is required for a residential project, it must show the size and location of new construction and existing structures on the site and the distances of those structures from lot lines. In the case of demolition, the site plan should show the construction to be demolished, and the location and size of existing structures and construction that are to remain on the site or plot.

Soil Erosion and Sedimentation Control Plans: These would be required only if the project disturbs an area over one (1) acre or is less than 500 feet to a lake or

stream. The project must comply with the City of Midland's [Soil Erosion and Sedimentation Control](#) ordinance.

Depending upon the project, other project information or data may be required by the Building Department.

ONE-FAMILY AND TWO-FAMILY STRUCTURES OVER 3,500 SQUARE FEET:

Sealed Plans and Specifications: Sealed plans and specifications created by an engineer or architect must be submitted for projects involving one- and two-family structures over 3,500 square feet in size.

Sealed plans and specifications should include all of the items listed above under "*All Projects*".

Whoever signs the permit for a residential project takes full responsibility for all the work performed, including any rework that might be identified upon final inspection. These rules apply to building, electrical, plumbing and mechanical projects.

Please make sure that you or any contractors hired to perform work on your property are aware of all applicable City codes and ordinances, Midland County codes, and State and federal codes pertaining to each individual project.

Commercial Projects:

ALL PROJECTS:

Plans and Specifications: Two (2) complete sets of sealed plans and specifications and one (1) digital copy created by an engineer or architect including a dimensioned site plan showing all existing and proposed improvements, elevations of all sides, electrical, signs, plumbing and mechanical drawings are required for all commercial projects. Load calculations, riser drawings, air flow data, detailed structural sheets and foundation plans should also be included.

On a separate sheet, indicate the code document(s) by which the plans and specifications were designed.

Site Plans: These should show to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street

grades and the proposed finished grades. Also, as applicable, the plans should include flood hazard areas, floodways, and design flood elevations.

They should be drawn in accordance with an accurate property line survey.

In the case of demolition, the site plan should show the construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.

A site plan should also include storm water retention information and meet the City's [Zoning Ordinance](#) requirements listed in Article 27.05 and Article 6.00.

The City's Planning and Community Development and Building departments review all commercial project site plans.

Soil Erosion and Sedimentation Control Plans: These would be required only if the project disturbs an area over one (1) acre or is less than 500 feet to a lake or stream. The project would need to comply with the City of Midland's [Soil Erosion and Sedimentation Control](#) ordinance.

PROJECTS ENCOMPASSING ANY AREA OF MORE THAN 7,500 SQUARE FEET:

All of the above commercial project requirements apply. In addition, site plan approval by the Midland Planning Commission and Midland City Council is required for commercial projects involving over 7,500 square feet of area.

Plans for these larger-scale projects are reviewed by the Midland Planning Commission first. If approved by the commission, plans are then sent to Midland City Council, which has the authority to approve, approve with conditions or deny all site plans.

After a plan is initially reviewed, the applicant may be required to make revisions to the plan and re-submit it for further review before any formal action is taken on it.

Depending upon the project, other information or data may be required by the Building Department.

[For more information on site plan requirements for commercial projects involving more than 7,500 square feet of gross floor area, and how the plan review process works, click here.](#)

Whoever signs the permit for a commercial project takes full responsibility for all the work performed, including any rework that might be identified upon final inspection. These rules apply to building, electrical, plumbing and mechanical projects.

Please make sure that you or any contractors hired to perform work on your property are aware of all applicable City codes and ordinances, Midland County codes, and State and federal codes pertaining to each individual project.

Pre-Construction Meetings

Pre-construction meetings with Building Department personnel are advisable for all commercial projects and can be scheduled by calling the Building Department at 989-837-3383.

Importance of Site Plans

Site plans are necessary for the City's building inspectors to ensure that a project meets requirements of the City's Code of Ordinances, Zoning Ordinance, the 2003 Michigan Building Code and all other applicable ordinances and laws enforced by the City of Midland. Meeting all appropriate codes helps ensure that an applicant will have fewer corrections and problems to address as a project progresses.

Site plans also help achieve efficient use of land in the city and ensure that our area's natural resources are protected.