



**Department of Public Services**  
**Building • Engineering • Planning • Water and Sewer**

Address: \_\_\_\_\_

Lot# \_\_\_\_\_

**COMMERCIAL REQUIREMENT CHECKLIST**

*revised June 2, 2025*

1. Complete Application – All Sections .....
  - a. Signed in three (3) places
  - b. Total square footage
  - c. Total cost of improvement
  - d. Zoning district
  - e. Use Group
  - f. Type of construction
2. Copy of Signed Contract .....
3. Proof of Ownership of Lot/Copy of Lease .....
4. Two (2) complete construction drawings- sealed .....
  - Michigan Building Code 2021
  - a. (2) sets of plumbing plans (original seals and signatures) .....  
Michigan Plumbing Code 2021
  - b. (2) sets of mechanical plans (original seals and signatures) .....  
Michigan Mechanical Code 2021
  - c. (2) sets of electrical plans (original seals and signatures) .....  
Michigan Electrical Code based on 2023 N.E.C with part 8 State Amendments
  - d. (2) sets of International Energy Conservation Code 2021 IECC 2021 .....
  - e. (2) sets of engineered truss diagrams (original seals and signatures)
  - f. Engineering Reports .....
  - g. Soil Boring Report .....

5. Provide a list of all fire-resistance rated assemblies. Also, provide a diagram of the actual testing agency design and include the approved tested design number. Section 703.2
  - Firewall –Section 706.1
  - Fire barriers – Section 707.1
  - Fire partitions – Section 709.1
  - Horizontal assemblies – Section 712.1
 (Include the tested design numbers for construction of the assembly – Section 703.1)
  - Joint system (include installation and fire test criteria and provide manufacturer cut sheet -Section 14.1)
  
6. Two (2) complete topographical site plans shall contain the following:
  - Show all cantilevers, protrusions and extensions beyond the building foundation
  - North arrow
  - Scale
  - Benchmark (USGS Datum)
  - Applicant's name
  - Legal description
  - All existing buildings and their addresses (and adjacent properties)
  - Differentiation between existing and proposed grades
  - Street name and nearest cross streets on either side
  - Street right-of-way line
  - All trees 8" and larger (species and condition)
  - Type of surface on street and pavement width
  - Lot lines or parcel lines with dimensions
  - All existing structures (hydrants, poles, catch basins, manholes, etc.)
  - Existing ditches and culverts
  - Existing grades:
    - Centerline of road
    - Edge of road (top of curb, edge of pavement or edge of gravel)
    - Property line (each corner and at 50 ft. intervals)
    - Inverts of road ditch (to first culvert up and downstream or 100 ft.)
    - Brickledge (adjacent buildings)
    - Center of lot
    - 50 ft. and 100 ft. off-site grid
  - Proposed grades
    - Brickledge at proposed building (4 corners minimum)
    - Property line (each corner and at 50 ft. intervals)
    - Inverts of ditch in roadway at projected property line
    - Inverts of proposed drive culverts
    - Center or rear and front yard

Two (2) complete topographical site plans shall contain the following: (Continued)

- \_\_ Proposed/existing setback dimensions
- \_\_ Proposed drive approach dimensions, driveway slope and setbacks
- \_\_ Proposed/existing on site utilities and service leads (identify the size, material and slope of storm/sump, sanitary and water leads)
- \_\_ Seal of Registered Engineer or Land Surveyor
- \_\_ Flood plain boundary/wetland boundary (if applicable)
- \_\_ Drainage arrows for proposed on-site drainage
- \_\_ On-site drainage swales to handle site water
- \_\_ Required site trees (street trees, rear yard, etc.)
- \_\_ Required tree replacement (if applicable)

*Items reviewed on the plot plan. Based on site review – some items may be waived and additional may be required.*

- 7. Soil Erosion Permit – Wayne County (734)326-3936 .....
- 8. Wayne County C Permit; if needed (734)595-6515 .....
- 9. EGLE Permit; if needed (313)593-1483 .....

10. Woodlands

- a. Have you had a woodlands inspection?.....  Yes  No
  - b. Do you have regulated woodlands? .....  Yes  No
  - c. Trees to be removed? .....  Yes  No
- If 'Yes' identify trees, species, size, quality and replacement caliper.

11. Contractor's license (if required) .....

12. Driver's License (if required) .....

*\*\*Please understand this packet does not include all code sections that might apply to your particular project. It is your responsibility to make sure your project complies with the Michigan Residential Code. It is also your responsibility to complete your project and have all necessary inspections that may be required.*

## **TOWNSHIP APPROVED SET OF PLANS MUST BE ON THE JOB SITE AT ALL TIMES**

### Inspections required for new buildings:

1. Water & sewer tap inspections
2. Foundation/footing inspection, 3<sup>rd</sup> party testing engineer on site. NO "dig and pour allowed. **All reinforcing steel rod "shall be accurately placed and adequately supported before concrete is placed" per 2021 MBC. A third party inspection is required for grout and mortar.**
3. Rough plumbing/electrical underground inspections
4. Interior & exterior sand inspections, 3<sup>rd</sup> party testing engineer on site
5. Rough mechanical inspection
6. Rough plumbing inspection
7. Rough electrical inspection
8. PIV installation & fire line flush inspection before installation
9. Hydro and suppression system head locations
10. Rough building inspection, 3<sup>rd</sup> party report
11. Above ceiling grid inspection, before pads are installed
12. Insulation inspection
13. Final mechanical approval/provide air balance report for review prior to inspection
14. Final plumbing approval
15. Final electrical approval. Exterior signs and parking lot lighting
16. Final fire suppression and fire alarm approval
17. Final kitchen hood suppression approval
18. Emergency light, 911 telephone tests
19. Final grade inspection, compliance with approved landscaping
20. Final planning approval, compliance with approved elevations
21. Final site engineering approval (Township Engineering Consultant – OHM)
22. Final fire department approval
23. Final Wayne County Health Department or State of Michigan Agricultural approval
24. Final State of Michigan elevator approval
25. Final State of Michigan boiler approval
26. Final building approval

### **ADDITIONAL INFORMATION**

1. Inspection requests **MUST** be requested before 3:00 p.m., Monday-Friday, for an inspection to be performed the following business day.
2. Inspection requests can be scheduled online at <https://www.twp.northville.mi.us/services/public-services/building/schedule-an-inspection>
3. To possibly arrange a specific inspection time, call the Building Department at **(248)348-5830** the day of the scheduled inspection between 8:00 – 8:30 a.m.
4. More lead time-time is required to arrange the inspections of the fire suppression and alarm systems and kitchen hoods. These inspections are performed in conjunction with an outside consultant. Please allow I minimum of 72-hour period for these inspections.
5. Other inspection may be required but are not listed here.

## **\*NOTICE\***

**When the Building Official issues a permit, the construction documents shall be approved, in writing or by a stamp which states: "REVEIUED FOR CODE COMPLIANCE". One set of construction documents so reviewed shall be retained by the Building Official. The other set shall be returned to the Applicant, kept at the site of work and will be open to inspection by the Building Official or his/her authorized representative.**

### **APPLICANT/PERMIT HOLDERS (CONTRACTORS, SUBCONTRACTORS, DEVELOPERS and HOMEONERS) MUST COMPLY WITH THE FOLLOWING:**

1. All plan approvals subject to field inspection and code compliance with the 2021 International Energy Conservation Code, 2021 Michigan Building Code, 2021 Plumbing Code, 2021 Michigan Mechanical Code and 2023 National Residential Electrical Code with part 8 state amendments.
2. Failure to construct to the approved plans is a violation of the Charter Township of Northville Ordinance and State of Michigan Law Construction Code Act 230 of 1972.
3. Subject to all comments, conditions, inspections and approvals from Township Planner or other Planning personnel.
4. Subject to all comments, conditions and approvals for the Charter Township of Northville Fire Department.
5. Building demolition or renovation may require asbestos notification to County, State and Federal agencies. Contact MDEQ Asbestos NESHAP at (517) 331-7906 for more information.
6. Subject to all soil erosion permit conditions and approvals.
7. Soil values and load requirements for foundation are subject to field inspection to verify soil conditions.
8. Tree and soil erosion measures must be maintained so they perform their intended purpose.
9. Subject to C-permit conditions of Wayne County.
10. All structures must meet applicable design, snow and wind loads of 2021 MBC.
11. Trusses shall be designed for at least top cord live load (including live loads), top cord dead load, bottom cord live load, bottom cord dead load, concentrated loads, wind and earthquake loads.
12. Truss construction documents shall be prepared by a registered design professional. Seal must be from Michigan.
13. Provide one (1) sets of truss drawings at the time of rough building inspection.
14. Draft-stopping and fire-stopping is required in all concealed spaces to meet code requirements.
15. Foundation walls must be designed to meet the requirements of the code.
16. Building components must meet the Michigan Uniform Energy Code.
17. All trailers and signs must be applied for separately.
18. Subject to all third party inspections, comments and approval copies of inspection reports must be forwarded to the Building Department.
19. Construction hours are 7:00 a.m. to 7:00 p.m., 7 days a week.
20. Construction traffic must be controlled, subject to the Police Department.
21. General Contractors and all Sub-contractors are responsible for construction site safety.

22. Must provide combustion air to all fuel fired appliances and notice to builders and homeowners.
23. No combustibile materials, construction or storage allowed without prior Charter Township of Northville Fire Department approval.
24. Protect catch basins within 100 feet of project.
25. Construction site must contain trash enclosures and all roads must be cleaned subject to Ordinance 36.
26. Construction dirt and mud must be cleaned weekly or as needed and as instructed to by the Building Department or the Public Safety Department.
27. Special provisions must be made to keep dust and all loose flying debris contained on your site at all times (Zoning Ordinance Section 18.15)
28. Any and all damage done by the Applicant/Permit Holder, Subcontractor or other persons to surrounding properties and/or structures, public and/or private, the Applicant/Permit Holder is responsible for the full and complete restoration/repair/compensation to said damaged properties and/or structures.
29. Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction worker's toilet facilities of the non-sewer type shall conform to ANSI Z4.3 Section 311.1, 2021 Michigan Plumbing Code.
30. Site grading must conform to the approved grading plan. Changes must be reviewed and approved by Township Engineers.
31. Sidewalks, if approved with development, must be inspected and approved before Certificate of Occupancy.
32. No temporary C of O's will be issued except for external work and grade and only when the weather will not cooperate.
33. No occupancy without final inspection, approval and Certificate of Occupancy issued.
34. All inspections and cancellations must be called 24 hours in advance and must be called in or scheduled online by 3:30 p.m. prior to the day the inspection is needed.
35. All inspections scheduled for a certain day will be done that day to the best of our ability and must be ready when our inspector arrives to your job (between 9:00 a.m. and 3:30 p.m.). If the job is not ready at this time, it will not be approved, must be recalled in and a re-inspections fee must be paid before another inspection will be performed. Re-inspection fees will also be applied if more than one inspection is required for the same previously identified code violation.  
Morning and afternoon requests can be taken to schedule inspections, based on the inspector's schedule. This does not guarantee that it will be honored. Please note that we **do not schedule exact times for inspections**. All phases of all inspections must be completed prior to scheduling the next inspection.

Please feel free check the status of your project, apply for permits and schedule inspections 24/7 by logging in online to <https://bsaonline.com/?uid=292andsitetransition=true>, or by calling the Charter Township of Northville Building Department, [www.twp.northville.mi.us](http://www.twp.northville.mi.us), at (248)348-5830 during normal business hours, Monday-Friday 8:00 a.m. to 4:30 p.m.