



# CITY OF FENTON

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## Commercial, Industrial & Office Guidelines

1. Secure Zoning Approval from the Zoning Administrator. Zoning Application Form is available at City Hall. Please include a copy of any recently approved Site Plans, copy of all other agency reviews and approvals. Please see attached list of Genesee County & State of Michigan Agencies (DEQ).
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Submit copy of plot drawing, plot to give detail on property size, show all structures including sizes, setbacks from all property lines and distances from each structure; including porches, decks and dumpster enclosures, etc. (Zoning approval required prior to any construction plan review).
4. Indicate the use and occupancy for which the proposed work is intended.
5. Make application for Building Permit. Building Permit Application is available at City Hall.
6. The Building Official shall examine/require to be examined, the accompanying construction documents and will ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the City Zoning, Building and other pertinent laws and ordinances. Any drawings to be complete and clear see submittal documents below. Three (3) sets of drawings are required.

**Submittal Documents.** The construction documents shall be prepared by a registered design professional when required by Michigan Occupational Code. Information on construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the building code and relevant laws, ordinances, rules and regulations, as determined by the Building Official. Including, but not limited to: foundation plans; floor plans for all levels, including basement(s); cross sections and construction details;



elevations; Michigan energy code compliance; plumbing, electrical, and mechanical design drawings; Five (5) sets of fire protection system(s) design(s) required for review.

7. City Building Code: "MICHIGAN BUILDING CODE 2003"
8. Application to be signed by the applicant (or authorized agent).
9. Please include the valuation of the proposed work.
10. Verification that construction is not within the floodplain.
11. Upon completion of the examination (application) the Building Official shall do as follows:
  - a. If the application or construction documents do not conform to the requirements or pertinent laws, the Building Official shall reject such application, and state the reason(s) therefore.
  - b. If the Building Official is satisfied that the proposed work conforms to the requirements of the law and ordinances applicable thereto, the Building Official shall issue a permit therefore as soon as practicable.
12. State of Michigan plumbing, electrical and mechanical permits may be required.

**THE ABOVE LISTED INFORMATION HAS BEEN PROVIDED TO ASSIST THE APPLICANT ON WHAT IS NORMALLY REQUIRED FOR SUBMISSION WHEN REQUESTING A BUILDING PERMIT. ADDITIONAL INFORMATION MAY BE NECESSARY AND WOULD BE REQUESTED FOLLOWING THE INITIAL REVIEW BY THE BUILDING OFFICIAL.**

**Applicant will be notified once permit is processed and ready for issuance**

