

# Plans Review Requirements

City of Sturgis

Telephone: 269-659-7230



**COMMUNITY  
DEVELOPMENT**  
*Professional. Thorough. Responsive.*

## Plan Examination

The purpose of a plan review is to assure the construction project is designed in compliance with the code. If there are issues of noncompliance, they may be addressed during the review process. This saves the applicant time and money as it is more economical to make revisions prior to the start of construction.

## Who may submit?

Construction documents may be submitted by the owner or the owner's architect, engineer, contractor, or agent. The construction statutes or codes do not fix the responsibility for the submission of construction documents. However, the owner of the construction project has the responsibility to assure that it is done.

## Is a plan review necessary?

Plans are required for all building types, except:

### Building

- When utility structures are 200 square feet or less relative to one- and two-family dwellings.
- When commercial utility structures are 120 square feet or less.

### Electrical

- When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.

### Mechanical

- When the total building heating/cooling system input rating is 375,000 Btu's or less for one- and two-family dwellings.
- When alterations and repair work is determined by the mechanical official to be of a minor nature.
- For business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- When work completed by a governmental subdivision or state agency costs less than \$15,000.00.

### Plumbing

- When one- and two-family dwellings contain not more than 3,500 square feet of building area.
- When alterations and repair work determined by the plumbing official to be of a minor nature.
- When assembly, business, mercantile and storage buildings with a required plumbing fixture count less than 12.

- When work completed by a governmental subdivision or state agency costs less than \$15,000.00.

### **Description of Work**

The plan review submission shall give a complete description of the work to be performed. This shall include the location, the occupancy of all parts of the buildings or structures, and the open space on the lot. Any special inspection requirements in accordance with the Michigan Building Code, Section 1705 of the building code shall be identified.

### **Site Plan**

Complete the following forms:

- 1) City of Sturgis Pre-Application Questionnaire, if applicable
- 2) City of Sturgis Site Plan Application and Checklist

### **Construction Documents**

The construction documents shall indicate the size, shape, and height of all features of the buildings and structures of the project. Specific information shall be given to establish the quality and requirements of the construction for compliance with the code. The information may be submitted in any combination of written and graphic material. The codes shall not be cited, or the term "legal" or similar shall not be used in place of specific information. All construction documents shall be sealed and signed by an architect or professional engineer licensed in Michigan in accordance with **1980 PA 299**, as amended.

### **Exception:**

- A residence building not exceeding 3,500 square feet in calculated floor area.
- Public work for which the contemplated expenditure for the completed project is less than \$15,000.00.

### **Engineering Detail**

Structural, mechanical, electrical, and plumbing work shall include adequate detail including computation, stress diagrams and other essential technical data.

### **How to Submit**

- Electronically: <https://app.oncamino.com/sturgis-mi/login>
- Mail or In Person: 130 N. Nottawa, Sturgis, MI 49091

To include with your submittal:

- Building Permit application and any other required applications (example: Site Plan Review application, Special Land Use Request application, Request for Variance, etc.)
- 3 sets of drawings sealed by licensed architect or engineer

**The City of Sturgis will complete the Building Plans Review and Fire Alarm Review** (a permit is required from the City of Sturgis and State of Michigan for fire alarm). Please also include all Mechanical, Electrical and Plumbing as these trades may be required to determine code compliance.

**The State of Michigan will complete all Mechanical, Fire Suppression, Electrical and Plumbing trade plans review.** It is always good practice to contact the State Plan Review Department or a State Inspector to determine if a Plans Review is necessary; if possible, it is recommended to obtain this in writing. Failing to contact to determine if a Plans Review is necessary

could delay the project by 4 to 6 weeks or longer, depending on the State of Michigan's workload volume.

The State of Michigan Bureau of Construction Codes Plan Review Department may be reached at:  
Phone: 517-241-9317  
Email: [bccplanreviewcodemail@michigan.gov](mailto:bccplanreviewcodemail@michigan.gov)

The State of Michigan Inspectors may be contacted at the following:  
Electrical Inspector: Derick Martin – 269-312-3300  
Mechanical Inspector: Norm Klug – 269-252-3612  
Plumbing Inspector: Dan Goller – 517-242-9372

Once obtained, provide a copy of the State of Michigan approvals to the City of Sturgis Community Development Department. This should include a copy of the approval letter and drawings.

Plan reviews can be submitted expeditiously online at: <https://aca3.accela.com/lara/>. For reviews submitted online, the applicant can also check status at: <https://aca3.accela.com/lara/>.

Reviews can also be submitted by **mail** or **in-person at the Lansing Office**.