

Most common plan review deficiencies

(Today's date)

(Send to info goes here)

RE: (job name and address goes here)

Use this greeting for initial plan review letter:

We are unable to further process the permit application for the project referenced above until the following items are addressed. A written response is requested. If any of the items below are addressed with revised plan sheets, a minimum of 2 identical sets is required. When revised sheets are provided, both revised sheets must have a revision date, an original signature and an original seal.

Use this greeting for re-review of corrected documents:

I have reviewed the additional construction documents and the response letter received in our office on ****, and the following issues remain unresolved. The item numbers below correspond to my original plan review letter dated ****. The original comments are in small print and today's comments are in large font.

Number/bullet the following, after deleting the items that don't apply and adding unique items.

Building Code Review

Unless otherwise noted below, numbers in parentheses () reference the 2015 Michigan Building Code (MBC).

Provide a copy of the soil erosion permit, available from the Ottawa County Water Resources Commissioner. (PA 451, part 91)

When multiple licensed design professionals are involved in a project, one of them needs to volunteer to be the licensed design professional in responsible charge of the overall project. The licensed design professional that is willing to be in responsible charge needs to provide us with written confirmation of his willingness to do so. (107.3.4)

We need a summary of what will be stored in the building so that we can determine if the building needs to be classified as low, medium or high hazard. (105.3; 302.1)

Provide an original, signed and sealed copy of a soil report describing the soil in the ultimate bearing strata, including sufficient records and data to establish its character, nature and load bearing capacity. The recommendations of the soil engineer must be followed explicitly. (1803.2; 1803.3; 1803.6)

Provide a site plan that shows dimensions to all relevant lot lines; water, gas and electric utilities; and the location of the monitoring (sewer) manhole. (107.2.5)

Provide electrical plans. (107.2.1; Chapter 27)

Provide mechanical plans. (107.2.1; Chapter 28)

Provide plumbing plans. (107.2.1; Chapter 29)

Provide the construction type of the building. (105.3; 602.1)

Provide a floor plan of the entire building and show the location of the proposed construction on this plan. (105.3; 107.2.1)

Designate the number of occupants that will be posted in the lobby at the completion of the project. (107.2.3; 1004.1; 1004.3)

Designate the occupancy classification(s) the building was designed to accommodate. If the building contains more than one use, designate each use on the floor plan and provide the details of any separation walls that will be provided to separate the different uses. (105.3; 302.1; 508.1)

Provide the fire resistance rating and the UL design number, or the GA file number, for all structural elements that are proposed to be fire rated. (703.2)

Provide the design loads for all parts of the new construction. Have you also considered snowdrift surcharges on adjacent existing buildings, and the weight of light fixtures, unit and/or roof top heaters, fire sprinkler lines, etc.? (1603.1) The following design loads were not found on the construction documents:

Design load bearing value of the soils. (1603.1.6)

Floor live load. (1603.1.1)

Roof live load. (1603.1.2)

Ground snow load data P_g . (1603.1.3)

Flat-roof snow load, P_f . (1603.1.3)

Snow exposure factor, C_e . (1603.1.3)

Snow load importance factor, I . (1603.1.3)

Thermal factor, C_t . (1603.1.3)

Drift surcharge loads, P_d (1603.1.3)

Width of snow drift(s), W (1603.1.3)

Ultimate wind speed, V_{ult} . (1603.1.4)

Nominal design wind speed, V_{asd} (1603.1.4)

(Wind) risk category. (1603.1.4)

Wind exposure, from each direction. (1603.1.4)

Applicable internal pressure coefficient. (1603.1.4)

Components and cladding (wind) pressure. (1603.1.4)

Seismic Risk category. (1603.1.5)

Seismic Importance factor, I_e . (1603.1.5)
Mapped spectral response acceleration parameters S_s and S_1 (1603.1.5)
Site class. (1603.1.5)
Spectral response acceleration parameters S_{DS} and S_{D1} . (1603.1.5)
Seismic design category. (1603.1.5)
Basic seismic-force-resisting system. (1603.1.5)
Design base shear. (1603.1.5)
Seismic response coefficient(s), C_s (1603.1.5)
Response modification factor(s), R (1603.1.5)
Analysis procedure used. (1603.1.5)

Provide a sealed and signed copy of the building manufacturers certification sheet listing the design loads, codes and standards. Structural drawings and erection details must be on the job site prior to starting the steel erection and remain on the job site until the special inspector has approved the steel erection. (107.2.1; 1603.1)

Indicate the AISI approved identification number for the steel studs. The steel stud specifications cannot reference the obsolete term "gauge" as that method of specifying steel framing was abandoned several years ago. There is no accurate conversion chart. (2203.1)

Emergency lighting is required in the *****, however, the emergency light fixture types and locations shown on the plans for these spaces do not appear to be capable of providing the required light level. Show the emergency light level at the floor along the path of egress, on a point-by-point grid spacing of no more than 2 feet, to verify that the code required average of 1 footcandle will be provided. Be sure to provide the manufacturers specifications (voltage, lumens, bulb type, etc.) of the emergency lighting fixtures, the color (reflectivity) of the floors, ceiling and walls, the height of the fixtures and any other criteria that was factored in the calculations. We reserve the right to verify light levels, after dark, with a light meter prior to granting an occupancy permit. (107.2.1; 1008.3; 1008.3.5)

Provide a statement of special inspections, prepared by the design professional (architect/engineer) that designed the building. A form for this purpose is available on our web site. (1704.2.3)

EIFS is called out on the plans for exterior wall covering. Identify the EIFS manufacturer, the name of the EIFS system to be used, and provide a copy of the manufacturers installation instructions and flashing/drainage details for the selected system. Some EIFS systems require more inspections than others but special inspections are required of all EIFS. (1408; 1705.16)

Provide details for the installation, flashing and clearances of the adhered masonry veneer (lick and stick). (1405.10)

Provide 2 sets of truss drawings bearing the date, job name and/or address, and the original wet stamp or embossed seal of the engineer who prepared them. These drawings must also bear the mark of the project architect/engineer showing that they were reviewed and approved for

compatibility with their design. The project architect/engineer must check to verify that the width of the wall that supports the truss will withstand the truss load without crushing the wood fibers. The project architect/engineer must also specify the wind anchors that are to be used to attach the trusses to the walls. The truss designer will only show where the lateral web braces are to be placed but will not specify the diagonal bracing that is always required. Details of the permanent truss bracing must be provided by the project architect/engineer. (107.2.1; 2303.4)

Revise the toilet paper dispenser location (and any other accessibility details) to comply with the current accessibility standard. (ICC A117.1-2009)

Provide the energy code worksheets for the building envelope, interior and exterior lighting, and the HVAC system. The worksheets must be completed by a licensed engineer or architect and bear that persons signature. (Michigan Uniform Energy Code)

There are no vestibules shown for the new exterior doors. Which exception to the vestibule requirement is being utilized? (ASHRA 90.1, sec 5.4.3.4)

How do you propose to comply with the cold weather concrete provisions of the code? (1901.2; ACI 318-14)

Indicate on the plans what type of vapor barrier will be used under the concrete floor. (1805.2.1; 1907.1)

The code now requires a water resistive barrier behind the siding material. There are a number of products on the market that claim to be approved water barriers, what specific product do you propose to use for this project? (1404.2)

Provide flashing details for door, window and all other penetrations of the exterior envelope. This includes, but is not limited to, side jambs of windows and doors, electrical boxes and service lines, plumbing hose bibs, and HVAC lines and duct penetrations. (107.2.4; 1405.4)

No response is required for the following:

When issued, this building permit will authorize the construction of the foundations ONLY at the permit holder's own risk, without any assurance from HCT that any further permits will be issued to complete the building. (107.3.3)

When issued, this building permit will be for a shell ONLY. A shell permit authorizes the construction of foundations, exterior walls and roof ONLY and does not permit the construction of bathrooms or any other interior construction work. A shell building shall not be used for storage or for any other use. (107.3.3; 111.1)

Insulation inspections are now required as part of the "new" energy code, the inspection requirements are attached. (Section 104 of the 2009 IECC)

Adequate equipment shall be provided to heat concrete materials and the concrete shall be protected from freezing until adequately cured. All concrete forms, fillers and reinforcement material and the ground on which the concrete is to be placed shall be free from frost. (1901.2)

When the building permit is ultimately issued, one set of plans will be returned to you stamped: "APPROVED". The approved set of plans must be kept on the job site at all times. Any changes or amendments to the approved plans must be submitted to our office at least 5 days in advance, and approved, prior to making the change. (107.3.1; 107.4)

The building and/or tenant space shall be unoccupied during construction and shall not be stocked, occupied or used for any purpose until after a certificate of use and occupancy has been issued. (111.1)

While considerable time and effort has been given to plan review to assure compliance with applicable building and land use regulations, it may be that all errors or omissions have not been identified. Therefore, the issuance of a permit is only a license to proceed and shall not be construed as authority to violate, cancel or set aside any applicable construction or land use regulation. (105.4)