



BATTLE CREEK

Michigan

DIGITAL PLAN DOCUMENT STANDARDS

GENERAL

- All files must be in PDF file format
- Maximum file size is 100MB
- Do not use encrypted or password-protected files
- Please don't combine any supporting documents in the same PDF file with any plan sheets - they will need to be uploaded as separate files

PLANS

- Arrange plans in a landscape view
- Title block must be located in the lower right-hand corner
- Make sure sheet numbers are unique and consistent for each version of submitted plan pages
- Generate plans to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10)
- Any annotations in the PDF will be removed during the submission process
- When possible, please include a table of contents when exporting/publishing to the PDF (ex. Include "Create bookmarks") setting in AutoCAD*
- Include sheet titles within a table of contents when possible*
You can upload multiple files, including plans, at the same time
- When submitting revisions, please do not resubmit the entire plan set, only upload the sheets containing changes from the previous submission*

SUPPORTING DOCUMENTS (i.e. specifications, calculations, letters, memoranda, etc.)

- **Supporting documents can be submitted as individual files or as a single file with multiple pages**
- Document files may be oriented in either landscape or portrait view

***Asterisk indicates recommended document standard - not required for submission**



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Additional Commercial Building Design Requirements

COMMERCIAL BUILDING DESIGN REQUIREMENTS

- Plans submitted for review for all work involving multiple family dwellings (3+ units), mixed-use occupancies, commercial uses, or industrial uses must bear the signature AND seal of a registered architect or engineer.
- Fire rated assemblies must have the applicable UL design numbers included in the specification booklet or shown on the plans.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

- Ground Snow Load (pounds per square foot): 30
- Frost Line Depth (inches): 42
- Seismic Zone: A
- Basic Windspeed (miles per hour): 115mph

DEFERRED PLANS

- Deferral of any submittal items shall have the prior approval of the Building Official in accordance with Michigan Building Code, section 107.3.4.2; Online applications indicating deferred plans does not constitute approval of a deferral.
- The "Registered Design Professional in Responsible Charge" shall list the deferred submittals on the construction documents for review by the Building Official.
- Documents for deferred submittal items shall be submitted to the "Registered Design Professional in Responsible Charge" who shall review them and make a notation on the plans indicating that the deferred submittal documents have been reviewed and in general conformance to the design of the building.
- Deferred submittal items shall not be installed or constructed until the deferred submittal documents have been approved by the Building Official and applicable permits have been issued. The following uses are ineligible for deferred plan submittal and all plans are required at the time of submittal: Restaurants, Assembly, Auto Service, Marijuana Grow, Processing, Provisioning, Nail Salons, and Hazardous Occupancies. Incomplete applications/plans for other uses may or may not be accepted for review, as determined by the Building Official.

Please note that the requirements listed above are in addition to our general Digital Plan Document Standards