

KOCHVILLE TOWNSHIP  
5851 MACKINAW RD  
SAGINAW, MI 48604

### Information required for tenant space build-outs

The following information is required for a review of plans for a tenant space renovation. Plans must be submitted for review and include the following information. Not all the items below may apply to your particular occupancy.

Five (5) complete sets of architectural and structural drawings including Mechanical, Plumbing, Electrical and a PDF of the complete set of plans. These plans should include the following information:

Building including:

- Insure plans have been signed/stamped and dated by the design professional
- Use group clarification and the proposed use for all areas of the building
- Type of construction
- Occupancy load for all areas of the building to be occupied
- Structural design including stair details, door & window schedules, fire resistant rated assemblies, accessible bathroom layouts, safety glazing location and glass types
- Provide a section view of all new partitions, and show the following information on the plans:
  - Type, size and spacing of studs. Provide gauge and ICC or I.C.B.O. report number for metal studs.
  - Method of attaching top and bottom plates to structure
  - Wall sheathing material and details of attachment
  - Height of wall partitions and ceilings
- Sprinklered or not sprinklered

Mechanical including:

- Fan and equipment schedules
- Kitchen range-hood details
- Fire sprinkler design information
- Fire standpipe locations
- Supply and return duct layouts
- Provide the location of all H.V.A.C. equipment. If RTU are existing, state this on the drawings. If H.V.A.C. units are new, provide structural calculations for additional

weight on roof and effects on roof diaphragm or submit heat/cooling design calculations. Show duct material, sizing, fire/smoke dampers and registers. Include input, output and total CFM of units. Provide outside air calculations per MBC and/or ASHRAE.

Plumbing including:

- Waste and vent riser diagrams
- Storm water riser diagrams
- Drawings showing storm and sanitary sewer installation outside of building
- Water supply and water distribution piping
- Backflow prevention and cross connection control devices

Electrical including:

- Lighting and single line power drawings
  - Panel schedules
  - Power distribution details/risers
  - Fire alarm device locations and sequence of operation
  - Provide a complete layout of all proposed equipment
  - Exit sign locations
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- Provide specific information regarding the types and quantities of all hazardous materials to used or stored in the proposed tenant improvement space.

Allow 10 days for plan review turnaround from date of submission.

### **Inspectors**

Building Inspector – Bruce Palmer @ 989-792-7596

Fire Inspector – Brandon Rossi @ 989-792-7596

Electrical Inspector – Mark Schultz @ 989-297-2461

Plumbing/Mechanical – Darrin Jerome @ 989-759-1423

DPW – Mike Comstock @ 989-792-7596