



City Hall
 208 North First Avenue
 Alpena, Michigan 49707
www.alpena.mi.us

Building Plan Review Application

Project Name and Address	
Original Project No.	Addendum No.
Class of Work: <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Change in Use	Gross Floor Area: _____ _____ _____ _____ _____
Classification per Building Code: Building Use Group _____ Construction Type _____ Occupants _____ Floor Area _____ No. of Floors _____	
Fire Suppression: <input type="checkbox"/> Entire Building <input type="checkbox"/> Limited Area – Location: _____ <input type="checkbox"/> None	
Plan Reviews Required (3 sets of construction documents required): <input type="checkbox"/> Building (including Barrier Free) - All Commercial Projects <input type="checkbox"/> Mechanical - All Commercial Projects <input type="checkbox"/> Fire - New Commercial space, change in use, renovations to more than 50% of the space <input type="checkbox"/> Other _____	
<input type="checkbox"/> Plumbing - 12 or more required fixtures <input type="checkbox"/> Electrical - Service greater than 400 amps <input type="checkbox"/> Energy Code – All Commercial Projects	
Project Description:	
Owner	Phone
Address	E-mail
Applicant (all correspondence will be sent here) Company Name	Contact Name
Address	Phone
E-mail	FEIN or SSI
Project Engineer or Architect Company Name	Contact Name
Address	Phone
E-mail	Michigan License Number
Applicant Signature	Date