

# Surrey Township Plan Review Application

## Surrey Township Building Department

186 North Superior Street, Farwell, MI 48622

Phone: (989) 588-6914 ext. 230 Fax: (989) 588-3524

[surreybuildingdept@gmail.com](mailto:surreybuildingdept@gmail.com)

[surreytownship.com/departments/building\\_department.php](http://surreytownship.com/departments/building_department.php)

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### Job Site

Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ City: \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_

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### Owner

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

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### Architect / Engineer

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Applicant

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Building Information

#### *Gross Floor Area*

New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_

#### *Classification Per Building Code*

Use \_\_\_\_\_ Const. Type \_\_\_\_\_ Area / Floor \_\_\_\_\_

No. of Occupants \_\_\_\_\_ No. of Floors \_\_\_\_\_

#### *Fire Suppression System*

Entire Building \_\_\_\_\_ Limited Area \_\_\_\_\_ None \_\_\_\_\_

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### Plan Review Types Required / Requested

Building \_\_\_\_\_ Electrical \_\_\_\_\_ Footing / Foundation \_\_\_\_\_ Plumbing \_\_\_\_\_ Energy \_\_\_\_\_

Barrier Free \_\_\_\_\_ Mechanical \_\_\_\_\_ Fire Suppression \_\_\_\_\_ Other \_\_\_\_\_

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## General

Construction documents shall be drawn to scale and shall be of sufficient clarity to include location, nature, and extent of work proposed, and show in detail that the work conforms to the provisions of the current applicable code.

Once construction documents have been approved, they may not be changed, modified, or altered without written authorization from the corresponding code official.

The approval of construction documents shall not be construed to be an approval of any violation of any provisions of the current applicable code(s).

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## Submitting an Application

Applications may be submitted in person, via mail, or electronically via email. Payment must be made at the time of submission. Payment may be made in person with cash, check, or card; by mail with check, or over the phone with a card. All card transactions are subject to processing fees. Please make checks payable to "Surrey Township".

At the time of application, **two (2) sets of construction documents must be provided - one (1) electronic copy**, presented via flashdrive or emailed to [surreybuildingdept@gmail.com](mailto:surreybuildingdept@gmail.com), **and one (1) physical copy**. Construction documents must be prepared and designed by a registered design professional licensed in Michigan.

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**No permits will be issued until all plan reviews have been completed and approved. The corresponding Code Official may, at their discretion, allow a permit to be issued for PART of the construction prior to final approval of all construction documents, provided that adequate information has been filed, complying with the requirements of the current applicable code(s). *The permit holder may proceed with such work at their own risk*, WITHOUT assurance that the permit(s) for the entire project will be granted.**

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### OFFICE USE ONLY

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Rec'd \_\_\_\_\_ By \_\_\_\_\_ Payment \_\_\_\_\_

Plan Review Numbers / Hours

Building \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_

Plumbing \_\_\_\_\_ Other (Type) \_\_\_\_\_

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