



# Commercial Construction Plan Checklist

Wayne County Department of Public Services

Engineering Division – Permit Office

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**Instructions:** Carefully review this checklist verifying that your application package is sufficiently complete and adequate to begin a formal plan review. If a particular requirement is omitted, circle the associated checkbox and include a brief explanation for omission or change in the remarks column. **Submit this form with your application. This form is only a guide.**

## 1. Application Requirements

Req'd	Requirement Description	Remarks
<input checked="" type="checkbox"/>	Completed Wayne County Application for Construction Permit	
<input checked="" type="checkbox"/>	Correct Plan Review Cost Payment submitted	

## 2. General Plan Requirements

<input checked="" type="checkbox"/>	Minimum three (3) sets of plans submitted for review.	
<input checked="" type="checkbox"/>	Maximum paper size should not exceed 24 inches by 36 inches	
<input checked="" type="checkbox"/>	North directional arrow, legends including scale, symbols and line type	
<input checked="" type="checkbox"/>	Scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet or 40 feet	
<input checked="" type="checkbox"/>	Dimensioning for all features and elements	

## 3. Plan Sheet Requirements

For most projects, some or all of the following sheets and plan elements should be included in the plan sets submitted. Depending on the scope of work, some sheets or items may not apply, some sheets may be combined or more specific information may be required. Nonetheless, applicants are responsible to provide a complete plan.

<input checked="" type="checkbox"/>	<b>Title Sheet</b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Project Name and description</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Legal description of property within the project limits</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Vicinity map relating the proposed site to major County roads</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Plan Set Sheet Index</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Engineer's and Owner's Title Block</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Seal and Signature of Professional Engineer (PE) registered in the State of Michigan</li> </ul>	
<input checked="" type="checkbox"/>	<b>Site Plan Sheets</b> (Existing and proposed features including :)	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Topographic information</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Buildings and building appurtenances with present and proposed usage notation</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Property and right-of-way lines</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of utilities and utility easements</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>All government land corner survey monuments, bench marks, and witnesses located within the project limits.</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Driveways (within project, on adjacent property and on property opposite the frontage)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Roads and road names (within project and adjacent to project)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Stationing from known origin along centerline of road, drain, etc.</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Landscaping, trees, vegetation &amp; appurtenances</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Sidewalks, ramps, pathways and parking</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Drainage               <ul style="list-style-type: none"> <li>Structures, drains, ditches, swales, inverts, controls &amp; sewers</li> <li>Direction of surface water flow on proposed site</li> <li>Storm system layout</li> <li>Off site drainage</li> </ul> </li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Road appurtenances, medians or other physical features which may impact design, approval and construction of proposed work</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Any other improvements, notes or other information required to determine compliance with all applicable regulations</li> </ul>	

<input checked="" type="checkbox"/>	<b>Right-of-Way Improvements<sup>1</sup></b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>All geometric information including, widths, lengths, radii of returns and other points of curvature, and angle relative to road way edge of pavement</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street or cross-road</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Driveway surface material and traffic island surface material</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Grades of driveway, roadway (center line, gutter line or edge of pavement, shoulder, right-of-way or sidewalk, etc)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>All geometric information including dimensions of all roadway lanes, taper, curb, open shoulders, channelizing islands, other traffic islands adjacent to the road and traffic control island(s)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Cross-section of proposed pavement showing depth and type of material</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Sight distance for the approach</li> </ul>	
<input checked="" type="checkbox"/>	<b>Removal/Demolition Sheets</b>	
<input checked="" type="checkbox"/>	<b>Typical Sections and Detail Sheets</b>	
<input checked="" type="checkbox"/>	<b>Landscape Plan</b>	
	<ul style="list-style-type: none"> <li>Trees, vegetation, berms and other landscaping appurtenances</li> </ul>	
<input checked="" type="checkbox"/>	<b>Traffic/Signing Plan (including pavement markings)</b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Traffic detour</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Construction staging</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Permanent markings and signs</li> </ul>	
<input checked="" type="checkbox"/>	<b>Road Profiles (existing and proposed)</b>	
<input checked="" type="checkbox"/>	<b>Utility Plans (existing and proposed underground &amp; overhead public &amp; private utilities including, but not limited to, water main, storm sewer, sanitary sewer, gas main, electric, fiber optic, etc.)</b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Profile for main utilities including water main (12 inches or larger), sanitary, storm sewer, etc. <ul style="list-style-type: none"> <li>Inverts, rim elevations, hydraulic grade lines (storm sewer only)</li> <li>Sewer size &amp; material, structure size</li> </ul> </li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Size, length, type and grade of culverts, sewer pipe, flow restrictors and/or ditches</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Type, size and location of drainage structures</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Other hydrologic/hydraulic information as necessary</li> </ul>	
<input checked="" type="checkbox"/>	<b>Storm Water Management Plan</b>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Storm Sewer Table Calculations</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Storm Sewer Profile (Show hydraulic grade line)</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Drainage area map for each catch basin</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Storm Water Calculations (detention and retention volume and flow restrictor calculations) based on Wayne County Storm Water Management Ordinance.</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Details for detention/retention system, treatment system, flow restrictor and cross sections</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Landscaping for Storm Water Management System</li> </ul>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Storm Water Management System Exhibits</li> </ul>	
<b>Documentation Requirements</b>		
<input type="checkbox"/>	<b>Right-of-way dedication(s)/ Easement agreement(s)</b>	
<input type="checkbox"/>	<b>Encroachment letter from adjacent property owner(s)</b>	
<input type="checkbox"/>	<b>Other governmental agency permits or authorization (e.g., MDOT, MDEQ, FEMA, Municipalities, Airport Authority)</b>	
<input type="checkbox"/>		
<input type="checkbox"/>		

<sup>1</sup>Refer to Wayne County Standard Plans for Permit Construction at <http://waynecounty.com/mygovt/dps/depts/engineering/permitOfc.aspx>