

PLAN REVIEW APPLICATION

Revised Apr. 1, 2020

Please fill in and send to Code Source (send pdf form to rbush@codesourcepc.com). Code Source must receive this before proceeding with work. Unless otherwise indicated, Code Source will proceed with work immediately.

A. GENERAL & CONTACT INFORMATION

Code Source PC Contact Information:

Robert Bush

3097 Pinedale Dr

Grandville, MI 49418

Telephone: 616 249-3960.

Project: _____

Project Location (give address if known): _____

For Construction Documents Dated: _____

Municipality (i.e., jurisdiction enforcing code):

Contact Person: Amanda Swiss

Jurisdiction Name: LTBB of Odawa Indians

Address: 7500 Odawa Circle

City: Harbor Springs, MI 49740

Telephone: 231 242-1580 Direct: 231 242-1591

E-mail: aswiss@ltbbodawa-nsn.gov (copies to Shari Temple: stemple@ltbbodawa-nsn.gov)

You will get review copy by email immediately when review is done.

Code Source prefers that all the construction documents be sent to Code Source PC and our consulting engineers. Please have the following firm send directly to Code Source PC and our engineering firms as directed by Robert Bush. They will need to call us to confirm number of sets and addresses to send to.

- Architect/Engineer/Permit Applicant (or fire protection designer when applicable). Following person will always gets copies of review when done via email.

Contact Person: _____

Company Name: _____

Address: _____

City/State: _____

Telephone: _____

Email: _____

B. COMPENSATION & PAYMENT

Send invoice to: LTBB of Odawa Indians

Accounts Payable

c/o: Mandy Szocinski

7500 Odawa Circle

Harbor Springs, MI 49740

or to: Mandy Szocinski at: MSzocinski@LTBBODAWA-NSN.GOV

Fees are based on Code Source's standard fees and scope of service stated in the most current LTBB of Odawa Indian's "Independent Contracting Agreement." Fees are based on Code Source's standard hourly rate at \$110.00 for non-structural plan reviews and at \$140.00 for all engineering plan reviews. Hourly rate changes from time to time and when changed, notice shall be given to the accountant's payable department.

C. REQUIRED REVIEWS & APPLICABLE CODES

Type of Code	✓Reviews req'd	Name of Code	Code Year	Effective Date
Building*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Michigan Building Code (inc. fire sprinkler system when applicable)	2015	Current
Mechanical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Michigan Mechanical Code	2015	Current
Plumbing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Michigan Plumbing Code	2015	Current
Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Michigan Electrical Code (based on National Electric Code)	2017	Current
Fire Sprinkler Sys* (Shop Drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> No	NFPA 13-2013 (ref in IBC)		
Fire Alarm Sys* (Shop Drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> No	NFPA 72-2013 (ref in IBC)		
Energy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Michigan Energy Code (based on ASHRAE 90.1-2013)	2015	Current

*Building review (and fee) includes applicable accessibility review and structural review at separate fee. The fire sprinkler and fire alarm system shop drawing reviews shall be done when these systems required by code. Any additional shop drawing reviews are also done when required by these reviews.

This service is for (please check applicable):

- One primary plan review for each type of review checked above.
- Fast-Track (several reviews during construction).
- Tenant Fit-Up for reviews checked above (if in older existing building check following)
- Remodeling for reviews checked above.

D. SUBMISSION REQUIREMENTS, OTHERWISE REVIEW WILL NOT BEGIN

Code Source will coordinate following submission requirements with architect for number of and where documents are to be mailed. One of these sets will be stamped approved & sent to the Planning Dept. In general, submit **3 sets & all pdf via email (When approved we send 2 sets to Odawa Indians)**. The following documents shall be sent. (Check the documents that are being sent):

- Sealed sets of drawings.
- Sealed specifications books.
- Sealed site plan (if separate from architectural set).
- Sealed structural design calculations (3 sets req'd)
- Sealed soils report (if new or altered foundations) (3 req'd)
- Sealed COMcheck (or equal ASHRAE or others)(3 req'd)
- Others (or comment on above):

Incomplete submission will delay review until all sets received.

ISSUED BY

Signature of authorized person constitutes agreement of this plan review contract between the parties.

(Signature - Date)

(Print Name)

(Representing)