



**CHARTER TOWNSHIP OF MERIDIAN**  
**Community Planning & Development**  
**Building Division (517) 853-4500**

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**CHECKLIST FOR SUBMITTING APPLICATIONS FOR COMMERCIAL REVIEW AND APPROVAL**

The review process will begin after all required documents and payments are submitted

- Y N NA COMPLETED BUILDING PERMIT APPLICATION AND FEE ARE PAID
- Y N NA THREE SETS OF STAMPED/SIGNED DRAWINGS AND SPECIFICATIONS PLUS AN ELECTRONIC SET FOR REVIEW BY TRADE INSPECTORS
- Y N NA COMMERCIAL COVER SHEET COMPLETED
- Y N NA STATEMENT OF SPECIAL INSPECTIONS PER CHAPTER 17, 2015 MBC
- Y N NA APPROVAL OF A SPECIAL USE PERMIT AS NECESSARY
- Y N NA SITE PLAN APPROVAL AS NECESSARY.
- Y N NA APPROVAL BY ZONING BOARD OF APPEALS IF NECESSARY.
- Y N NA WATER AND SEWER PERMIT ISSUED BY MERIDIAN TOWNSHIP ENGINEERING
- Y N NA PATHWAY/SIDEWALK PERMIT FROM MERIDIAN TOWNSHIP ENGINEERING
- Y N NA RIGHT OF WAY PERMIT FROM INGHAM COUNTY OR MDOT AS NECESSARY
- Y N NA SOIL EROSION PERMIT FROM MERIDIAN TOWNSHIP ENGINEERING
- Y N NA ENERGY CODE COMPLIANCE AS PER 2015 MICHIGAN ENERGY CODE, 2013 ASHRAE 90.1  
<https://www.energycodes.gov/compliance>

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