

NORVELL TOWNSHIP INSPECTION DEPARTMENT

106 E. Commercial / P.O. Box 188
Norvell, MI 49263

Telephone (517) 536-4370

January 10, 2020

REQUIREMENTS FOR EVENT STRUCTURES

The following information is required pursuant to the State of Michigan Construction Codes for all structures intended to be utilized, constructed, renovated for assembly use, (ie: Wedding Barns, Reception Centers, Special Event Center.)

1. Site Plan Drawing: designating property and current or proposed building dimensions and locations, number of parking spaces, number of handicap spaces.
2. Structural Design indicating the following:
 - a. Building size (Sq. Ft.)
 - b. # of floors
 - c. Construction type
 - d. Use Group
 - e. Occupant load
 - f. Exit lighting
 - g. Emergency lighting
 - h. # Bathrooms w/#fixtures
 - i. Kitchen design layout if any
 - j. Interior design indicating, tables, chairs, seating, ingress & egress aisles
 - k. # exits, locations, sizes
 - l. Fire suppression requirements if necessary
 - m. Location and # fire extinguishers
 - n. Certification of existing structure acceptability for use or required design modification requirements

The above design information must be provided by a licensed Michigan Architect or Engineer to include raised seal on prints or cover page. Structural work can be done by any qualified party. All electrical, plumbing, mechanical (HVAC) must be permitted and performed by State of Michigan licensed contractors. Permit submission of the above information should include Lenawee County Health Department approval for both sanitation and food services.

Following Building Department plan review and approval of submitted applications and design use information permits can be obtained and upon completion of work and required inspections a Certificate of Occupancy or Use will be issued to permit operation.

Applications are available at the Township Offices or via the Township Website. Questions can be directed to Martin Taylor, Building Official @ 517-425-4886