



GRAND TRAVERSE METRO FIRE DEPARTMENT

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686
Phone (231) 947-3000 Fax (231) 947-8728 ~ Website www.gtmetrofire.org Email Info@gtmetrofire.org

BUILDING PLAN REVIEW / PERMIT

DATE: _____

PERMIT # _____
(FOR OFFICE USE ONLY)

APPLICANT NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPLICANT PHONE NUMBERS: (BUSINESS) _____

(CELL) _____ (FAX): _____

APPLICANT SIGNATURE: _____

SITE INFORMATION

SPECIFIC USE OF BUILDING: _____

USE GROUP PROPOSED: _____

TYPE OF CONSTRUCTION: _____

BUSINESS OR BUILDING NAME: _____

SITE ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TOWNSHIP: _____ PHONE #: (IF KNOWN): _____

Effective January 1, 2009, the Grand Traverse Metro Fire Department will accept *electronic* submissions of blueprints, plans, specifications, etc. that is submitted for fire department plans review and permit application.

Submissions must be in *PDF format only*. Large files (5mb or larger) must be submitted on compact disk or DVD.

PRINTED MATERIALS WILL BE ACCEPTED, IF NECESSARY, BUT WILL BE CONVERTED INTO ELECTRONIC FILES AND PRINT MATERIALS WILL BE DESTROYED.

All submissions shall include an application for plan review.