

CITY OF HAMTRAMCK

PLOT PLAN AND FLOOR PLAN

The purpose of this document is to assist customers as they fill out their Re-Occupancy Application to open a new business with the Building Department. Applications require Plot and Floor Plans to ensure your project meets Building Code requirements. These Plans are not a substitute for a Site Plan. Site Plans are required when an application is proposing: new construction; an expansion to an existing building; a change of use; and demolition of a building.

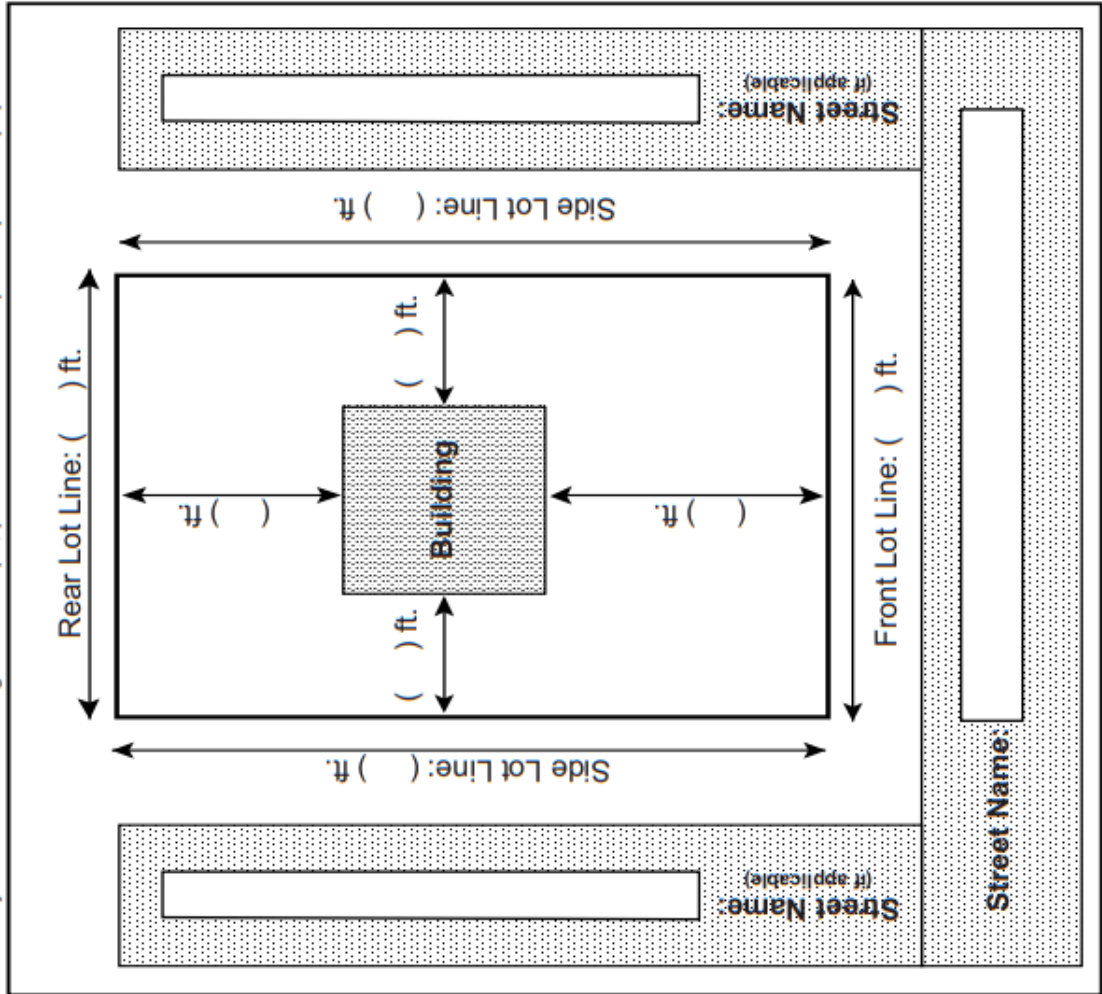
If you need assistance finding information about your Plot or Floor Plan, use [City of Hamtramck's BSA Online Viewer](#). On this webpage, you can find information such as lot and building dimensions and any available past drawings. Requirements and examples of both Plans are listed below. Both Plans can be hand drawn.

PLOT PLAN

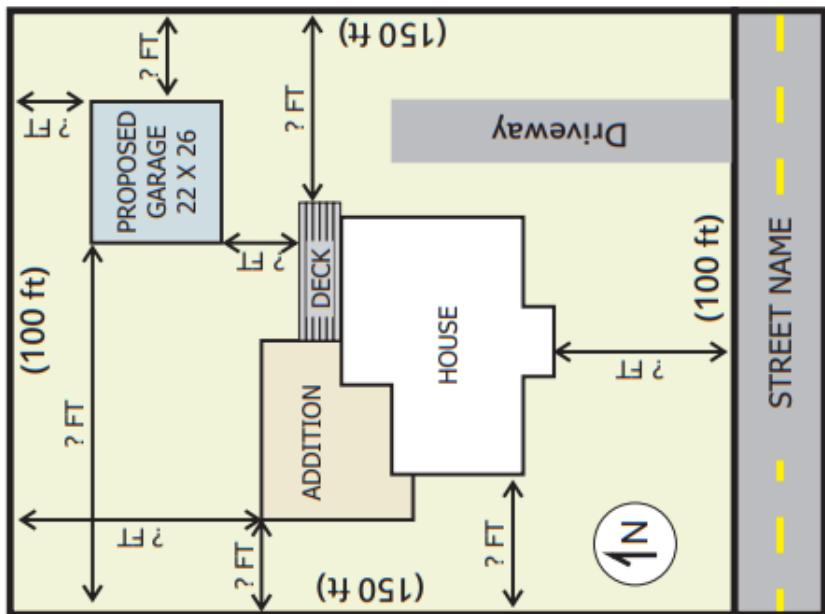
| Requirements | Notes |
|--|-------|
| Proposed changes and/or proposed demolition drawn to scale | |
| Lot lines and dimensions | |
| Building dimensions and setbacks | |
| Sidewalks | |
| Fences | |
| Screening walls | |
| Dumpster location (and screening wall) | |
| Outdoor lighting | |
| Outdoor storage | |
| Parking | |
| Signage (new signage will require additional permit) | |

PLOT PLAN

Indicate Lot dimensions, distances between the building and property lines and street names
 If your lot is not rectangular in shape, please sketch on a separate piece of paper



PLOT PLAN: Example



FLOOR PLAN

| Requirements | Notes |
|--|-------|
| Proposed changes and/or proposed demolition drawn to scale | |
| Walls | |
| Doors | |
| Windows | |
| Stairs | |
| Mechanical equipment for plumbing | |
| HVAC | |
| Electrical systems | |

Example

