

DEVELOPMENT GUIDE

April 2010

*A City of Rochester Hills
Building Department
guide to
Procedures and Requirements
for building a non-residential
or multi-family building*



INTRODUCTION

The City of Rochester Hills has prepared this guide to assist you in the process of constructing a non-residential or multi-family building in our city.

This guide contains important information that will help you understand the building permit and construction process from “application to completion.” We have included details for areas that have generated confusion or delays in the past.

Submitting a complete set of construction drawings containing all the necessary information will expedite the review process. This manual contains details of these requirements and other information that can save you valuable time in constructing your building, so we urge you to read through it completely.

We hope this guide is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our development process. A customer survey form is included at the back of this manual.

HOW TO USE THIS MANUAL

This manual is set up to allow you to quickly reference specific areas of interest. The titles of the information provided are listed below along with an explanation of what is contained on that sheet with a page number for quick reference.

Phone Directory	Page 2
- A list of City and outside Agency phone numbers for your reference.	
Codes Currently in Effect	Page 3
- A list of the current codes that will apply to your project.	
Application to Completion	Pages 4-9
- This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, inspections, Certificate of Occupancy and bond refund.	
Building Permit Fees	Page 10
- A list of all the fees related to constructing a non-residential or multi-family building.	
Plan Review Checklist	Pages 11-14
- A guide to help you understand the information that must be contained in the construction drawings. This information should be given to the state licensed architect or engineer preparing your plans. A complete set of construction plans containing all the necessary information will expedite the review process.	
Fire Protection Plan Review	Pages 15-16
- Contains information on the plan review process for obtaining fire suppression and fire alarm permits.	
Inspection Request	Page 17
- Contains details required for requesting an inspection, making sure your job is ready for inspection, time inspections are done and what the inspection tags mean.	

Building Forms

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| <ul style="list-style-type: none">- Building Permit Application- Request for Water & Sewer Charges- Address Request Form- Survey Form | } | > | <p style="text-align: center;"><i>Located online
at
www.rochesterhills.org</i></p> |
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PHONE DIRECTORY

CITY OF ROCHESTER HILLS

Office Hours: Monday - Friday (except holidays) 8:00 a.m. - 5:00 p.m.

<u>DEPARTMENT</u>	<u>PHONE #</u>	<u>FAX #</u>
Accounting	(248) 656-4632	(248) 608-8178
Assessing.....	(248) 656-4605	(248) 841-2585
Building	(248) 656-4615	(248) 656-4623
Inspection Request Line.....	(248) 656-4619	
City Clerk.....	(248) 656-4630	(248) 656-4744
Customer Service	(248) 656-4600	(248) 656-4603
Engineering	(248) 656-4640	(248) 656-4758
Facilities	(248) 656-4658	(248) 656-4670
Fire Prevention.....	(248) 656-4717	(248) 656-4726
Mayor	(248) 656-4664	(248) 656-4603
Parks, Forestry Division.....	(248) 656-4673	(248) 841-2576
Planning	(248) 656-4660	(248) 841-2576
Public Service.....	(248) 656-4685	(248) 656-4758
Water/Sewer Billing.....	(248) 656-4688	(248) 608-8178

City's Web address <http://www.rochesterhills.org>

OUTSIDE AGENCIES, PERMITTING AGENCIES

Ameritech (telephone).....	(800) 244-4444
Cable:	
Comcast Cablevision (formerly AT&T Cable).....	(248) 334-1144
Wide Open West (formerly Americast Cable).....	(800) 848-2278
Consumers Energy	1-800-477-5050
Detroit Edison	1-800-477-4747
Michigan Department of Environmental Quality (MDEQ).....	1-800-662-9278
Michigan Department of Transportation (MDOT)	(248) 483-5100
Michigan Department of Natural Resources (MDNR)	(734) 953-0241
MISS DIG	1-800-482-7171
Oakland County Customer Service.....	(248) 858-0720
Oakland County Drain Commission	(248) 858-1105
Oakland County Health Department.....	(248) 858-1280
Pontiac, City of (Drain Layer License Information).....	(248) 857-5670
Road Commission for Oakland County	(248) 858-4804

CODES CURRENTLY IN EFFECT

City of Rochester Hills

December 2, 2009

Building:

Commercial: MBC 2006 (Michigan Building Code 2006)
Effective August 1, 2008
Accessibility – ICC/ANSI A117.1-2003

Residential: MRC 2006 (Michigan Residential Code 2006)
Effective August 1, 2008

Plumbing:

Commercial: MPC 2006 (Michigan Plumbing Code 2006)
Effective January 24, 2008

Residential: MRC 2006 (Michigan Residential Code 2006)
Effective August 1, 2008

Mechanical:

Commercial: MMC 2006 (Michigan Mechanical Code 2006)
Effective December 3, 2007

Residential: MRC 2006 (Michigan Residential Code 2006)
Effective August 1, 2008

Electrical:

Commercial: NEC 2008 (State of Michigan Electrical Code)
2008 National Electrical Code with Part 8 Amendments
Effective December 2, 2009

Residential: MRC 2006 (Michigan Residential Code 2006)
Effective August 1, 2008

Rehab:

REHAB 2006 (Michigan Rehabilitation Code 2006)
Effective August 1, 2008

Fire Suppression:

Commercial: NFPA 13 (2002)

Residential: NFPA 13D (2002)

Multiple Family: NFPA 13R (2002)

Fire Alarm:

Commercial: NFPA 72 (2002)

Kitchen Hoods: NFPA 17A (2002)

Paint Booths: NFPA 17 (2002)

Residential: NFPA 72 (2002)

Energy Code

Commercial: MBC 2006 (Michigan Building Code 2006) – Chapter 13
Michigan Uniform Energy Code, Part 10a. Rules (ASHRAE 90.1-1999)
Effective April 2002

Residential: Michigan Uniform Energy Code (MUEC-2003)
Effective October 24, 2008

Codes can be purchased by going to the:

Or their website at:

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Lansing, MI 48909

www.michigan.gov/bcc - Codes and Standards

The codes noted above are adopted by the City of Rochester Hills Codified Ordinance Section 18-41 and 18-136.

APPLICATION TO COMPLETION

Non-residential/Multi-family A General Guide Through The Building Process

1. Information required for permit application

A. Building Permit Application

- Applicant signature required
- A Building Permit Application is included at the back of this manual.

B. Application Fee

- Additions/Alterations \$100.00
- New Buildings \$500.00
- See "Building Permit Fees" page 10

C. Site Plans - Three Sets *

D. Construction Plans - Three Sets *

- Architectural and Structural
- Electrical, Plumbing and Mechanical

E. A letter from the owner or tenant describing the business and its operation

F. Statement of Special Inspection *

- Prepared by the architect or engineer in charge of the project.

G. Soils Report – Three Sets*

H. Energy Calculations – Three Sets *

I. Structural Calculations – Three Sets*

J. Truss Drawings – Three Sets*

K. Specifications Manual – Three Sets* (if applicable)

L. Address Request Form

- Form included at the back of this manual.

M. Non-residential request for water and sewer charges (if applicable)

- Required for new buildings and additions with separate water tap.
- Form included at the back of this manual.

*See "Plan Review Checklist" pages 11-14

Note: All information noted above must be submitted with the Building Permit Application. All forms must be filled out completely.

2. Plans Reviewed and Approved

- Building construction plans will be reviewed for compliance to the Michigan Building Code. See "Codes Currently in Effect" page 3.
- Please allow time for the plan review process, which varies depending on Building Department's workload.
- Plans are reviewed in the order they are received based on the application date.
- Revised plans are reviewed in the order they are received.
- Projects that have site plan approval and a Land Improvement Permit have priority over those that do not.
- Plans that contain all the necessary information and details will expedite the review process.
- The permit applicant will be notified by mail or telephone if the information provided does not meet the Building Code requirements or if any additional information is necessary.

3. Permit Ready

The following items must be completed before the Building Permit can be issued.

- Site plan approval.
- Land Improvement Permit approved.
- Fire hydrants shall be installed and operational.
- Building, electrical, plumbing and mechanical plans approved.
- Outstanding permits (if applicable) completed.
- Water and sanitary sewer fees paid (if applicable). Contact the Department of Public Services at (248) 656-4685.
- Fire suppression and fire alarm plans approved (if applicable). See "Fire Protection Plan Review" pages 15-16.
- The permit applicant will be called when the building permit is ready to be issued.
- Building permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.
- Building Permit applications with no activity within 6 months may be canceled.
- Building & Trade Permits over 6 months old with no activity will be canceled.

4. Electrical, plumbing and mechanical permits are required and can be obtained after the building permit has been issued.

- All items to be installed must be listed on the appropriate permits.
- Items not listed on the permits must be added to the permits prior to requesting final inspection.

When all the required permits are obtained, construction may begin. Revisions to the building after issuance of the building permit will require resubmittal and approval.

The following items must be installed and maintained throughout the construction process:

- Street address posted
- Temporary soil erosion control
- Street must be kept clean
- All construction debris must be contained on property
- Tree protection
- Work hours sign shall be posted in a conspicuous location on the building site printed on contrasting background, with letters at least two inches in height, so as to be readily visible from fifty feet. The notice shall state:

NOTICE

WORK PERMITTED ONLY DURING THE HOURS OF 7 A.M. TO 8 P.M.,
MONDAY THROUGH SATURDAY. SUNDAY AND HOLIDAY WORK
WITHOUT SPECIAL WRITTEN PERMISSION FROM THE MAYOR IS
PROHIBITED BY CITY ORDINANCE.

5. Inspections

- Required at various stages throughout the project.
- See "Inspection Request" page 17.
- Approved plans must be on site at all inspections.
- All work shall be installed in accordance with the approved plans and code requirements.

- A. Footing/Foundation Inspection**
 - During excavation prior to placing concrete.
 - Third party inspection and soil testing required.
 - Inspection reports must be submitted to the Building Department.

- B. Reinforcement Inspection**
 - Prior to placing concrete (if required).
 - Third party inspection may be required.
 - Inspection reports must be submitted to the Building Department.

- C. Underground Plumbing Inspection**
 - Interior sanitary sewer, storm sewer and water distribution.
 - An additional \$30.00 fee must be paid for each underground inspection.

- D. Underground Electrical Inspection**
 - Interior service, feeder system and floor duct.
 - Exterior service and site lighting.
 - An additional \$30.00 fee must be paid for each underground inspection.

- E. Sand Inspection**
 - After the installation and approval of all underground work.
 - After sub base, perimeter insulation, vapor barrier and reinforcement are installed.
 - Third party testing may be required for sub base, fill and concrete.
 - Inspection reports must be submitted to the Building Department.

- F. Exterior Wall and Roof Framing Inspection**
 - Third party inspections and testing required for the following:
 - Steel fabrication and erection
 - Concrete
 - Masonry
 - Wood fabrication
 - Inspection reports must be submitted to the Building Department.
 - All construction must be in accordance with the approved plans and code requirements.

- G. Rough Plumbing Inspection**
 - Work above floor level typically installed within the walls.
 - All required penetrations fire-stopped with the proper materials.
 - An approved through-penetration fire-stop system must be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.

H. Rough Electrical Inspection

- Work above floor level typically installed within the walls.
- All required penetrations fire-stopped with the proper material.
 - An approved through-penetration fire-stop system must be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.
- All wiring in medical areas must be in accordance with the Michigan Electrical Code

I. Rough Wall Framing Inspection

- After rough electrical and plumbing are approved.
- Framing and fire-stopping checked for compliance with approved plans and code requirements.
- Additional inspections may be required for fire resistance rated assemblies.

J. Rough Electrical Ceiling Inspection

- Electrical work installed in or above the ceiling.

K. Rough Mechanical Inspection

- Concealed gas piping
 - Pressure test required
- Duct work for heating, cooling and ventilation.
- All required penetrations fire-stopped with the proper material.
 - An approved through-penetration fire-stop system must be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.
 - Fire dampers required where air distribution systems penetrate fire resistance rated assemblies.

L. Fire Suppression Inspection

- All piping and sprinklers must be installed and located in accordance with the approved fire suppression plans or approved as-builts must be on site.
- Hydrostatic test required.
- Fire suppression contractor must be on site for this inspection.

M. Fire Alarm Inspection

- After all concealed wiring is installed for alarm system.
- Fire Alarm Contractor must be on site for this inspection.

N. Open Ceiling Inspection

- After all rough and ceiling inspections have been approved.
- Check ceiling framing and/or suspended ceiling installation prior to covering ceiling or installing ceiling tile.

O. Final Plumbing Inspection

- After all fixtures, equipment and water meter are installed.
- All items installed must be listed on the permit. If additional items are installed, they must be added to the permit and any additional permit fees paid before final approval.

P. Final Mechanical Inspection

- After all work is completed and equipment is operational.
- All items installed must be listed on the permit. If additional items are installed, they must be added to the permit and any additional permit fees paid before final approval.

Q. Final Electrical Inspection

- After all electrical equipment, switches, plugs, covers and fixtures are installed and operational.
- All items installed must be listed on the permit. If additional items are installed, they must be added to the permit and any additional permit fees paid before final approval.

R. Final Fire Suppression Inspection (if applicable)

- Check location and type of sprinklers.
- Test supervision system.
- Flow test
- The fire suppression contractor must be on site at the time of inspection.
- Fire Department connection.
- Placard and spare heads.

S. Final Fire Alarm Inspection (if applicable)

- Test operation of system.
- Check location of alarm devices.
- Fire alarm contractor must be on site at the time of inspection.

T. Grade Review Inspection (Engineering Department)

- Requested by calling Engineering Services at (248) 852-5456.
- Check compliance with site construction plans.
- Common items checked include:
 - Grading and restoration
 - Water service
 - Detention/Retention
 - Sanitary and storm sewer
 - Property corners
 - Road right-of-way and pathways
 - Parking lot drainage
 - Miscellaneous administrative items
- A temporary grade approval may be issued when no health, safety and welfare issues exist. A bond will be held to assure completion of all outstanding items.
- A final grade approval is issued when all items are completed and inspected by Engineering Services.

U. Landscape Performance Inspection

- Requested by calling the Planning Department at (248) 656-4660.
- All landscaping checked for compliance to the approved site plan.
- Landscape performance surety to be released after approval of inspection.
- Landscape maintenance surety to be held until landscape maintenance inspection is approved.

V. Final Site Inspection

- Requested by calling the Building Department's inspection line at (248) 656-4619, see "Inspection Requests" page 17.
- Check compliance with the approved site plan.
- Parking lot striping, layout and maneuvering lanes.
- Roof top screening.
- Regulatory signs, e.g. fire lane, accessibility.
- All other items noted on the site plan.

W. Final Building Inspection

- After all other final inspections are approved.
- Requested after all work has been completed.
- Check complete building interior and exterior for compliance to the approved plans and code requirements.

X. Tree Replacement Inspection (if applicable)

- Requested by calling the Planning Department at (248) 656-4660.
- For regulated trees removed during construction.

6. Certificate of Occupancy

- Requested by calling the Building Department at (248) 656-4615.
- Required before the building can be used or occupied.
- All inspections must be completed and approved/accepted before a Certificate of Occupancy is requested.
- Please allow time for processing. The Building Department by State Law has five (5) business days to issue the Certificate of Occupancy.
- Temporary Certificates of Occupancy will be considered on a case-by-case basis.

7. Maintenance Inspections

A. Landscape Maintenance Inspection

- Requested by calling the Planning Department at (248) 656-4660.
- Done one or two years after the landscape performance inspection is approved.
- Done to insure survival of all landscaping.
- Landscape maintenance bond is released after maintenance inspection is approved.

B. Two-year Engineering Maintenance Inspection

- Engineering Services will automatically conduct the operation and maintenance inspection of all engineering improvements.
- When all items are acceptable, the remaining maintenance bonds are released, escrow balance is refunded and the project is closed out.

This itemized list is provided as a general guide to help you understand the process for building commercial and multi-family projects in the City of Rochester Hills. It covers the most common requirements. Depending on the type and complexity of your project, additional information, inspections or permits may be required. Please call the Building Department at (248) 656-4615 if you have any questions.

BUILDING PERMIT FEES

Non-residential/Multi-family

1. **Application Fee**
 - Addition/Alterations..... \$100.00
 - New Buildings..... \$500.00
 - Non-refundable
 - Due when permit application is submitted

2. **Building Permit Fee**
 - Based on total cost of project excluding site work
 - (A) Under \$1,000.00..... \$75.00
 - \$1,001.00 to \$10,000.00..... \$75.00
 - Plus \$20.00 for each additional \$1,000.00 or part over \$1,000.00**
 - (B) \$10,001.00 and over..... \$255.00
 - Plus \$6.00 for each additional \$1,000.00 or part over \$10,000.00**

3. **Plan Review Fee**
 - (A) Building minimum fee \$100.00
 - 0-\$1,250,000 computed at \$2.22 per \$1,000.00
 - \$1,250,001.00 and over..... \$2,775.00
 - Plus \$0.74 for each additional \$1,000.00 or part over \$1,250,001.00**
 - (B) Electrical per hour..... \$75.00
 - (C) Plumbing & Mechanical per hour..... \$75.00
 - (D) Where review of construction documents is performed by outside consultants, the review fee shall be charged at 1.2 times the actual cost.

4. **Certificate of Occupancy** No Fee
 - Temporary Certificate of Occupancy (for each request or extension) \$50.00

5. **Bond**

The city shall pay no interest on cash bonds submitted to the city. The city shall not return any interest accrued on cash bonds.

 - (A) New Building
 - Cash bond \$2,000.00
 - (B) Additions, alteration, repair, etc.
 - Cash bond \$25.00 per \$1000.00 of the total cost of the project Maximum \$2,000.00

6. **Re-inspection fee**..... \$75.00

7. The plumbing, mechanical, electrical and fire protection fee schedules are available in the Building Department.

Water and Sanitary Sewer Charges (if applicable) - Contact the Department of Public Service at (248) 656-4685.

PLAN REVIEW CHECKLIST
Non-Residential and Multi-Family

This list is provided as a guide to help you understand the information that must be contained in the construction drawings. It should be given to the State Licensed Architect or Engineer preparing your plans. A complete set of construction plans containing all the necessary information will expedite the review process.

References are to the Michigan Building Code.

Construction Plans

1. Submit four sets of site, architectural, structural, electrical, plumbing and mechanical drawings that contain the following information:
 - A. Drawings shall consist of a single sheet size no larger than 24" x 36".
 - B. All drawings must have the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design.
 - C. Plans must be designed in accordance with the "Codes Currently In Effect" (page 3) in the City of Rochester Hills. Indicate current codes on the construction drawings.

Building Plans

- A. Use Group with mixed use option (if applicable).
- B. Type of construction.
- C. Indicate the occupant load and method used to determine exit requirements. Provide an affidavit from the owner/tenant indicating the actual occupant load used to determine the required number of plumbing fixtures. State of Michigan Plumbing Code,
- D. Key Plan identifying the location of the proposed work.
- E. Total area of building or tenant space - include open perimeter, height and area calculations.
- F. Indicate if a full or limited area fire suppression system will be installed. See "Fire Protection Plan Review" pages 15-16.
- G. All rated assemblies shall have a U.L. Design number or other approved rating.

- H. Provide sections with construction details showing all proposed walls, floors and roofs.
- I. Location and hourly rating of all fire doors, fire dampers and fire windows, and size of wired glass panels.
- J. Details of all penetration protection required at fire resistance rated assemblies with U.L. Design number or other approved rating.
- K. Room finish schedule with flame spread and smoke development documentation for all materials.
- L. Fully dimension all rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures.
- M. Door hardware, door and window schedule.
- N. Provide dimensions to show the required maneuvering clearance at all doors.
- O. Fixture/furniture layout with dimensions.
- P. Indicate the use of all rooms and spaces.
- Q. A stairway section with all guard and handrail details.
- R. Location of all exit signs and means of egress lighting.
- S. Accessibility details noted below.
 - The site plan must contain details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes and routes must be indicated to show compliance.
 - Provide dimensions and details for all interior accessible routes.
 - Provide dimensions and details for all Use Group requirements, features and facilities required to be accessible.
- T. All design loads and other information pertinent to the structural design required by MBC must be indicated on plans, e.g. live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact, combination of loads and special loads.
- U. The design/construction standards to be used for concrete, masonry, steel and wood.
- V. Type and thickness of all glazing materials and safety glazing where required.
- W. Provide the flame spread and smoke development documentation for all foam plastics and details of the foam plastic insulation thermal barrier required.

Electrical Plans

- A. Electrical layout.
- B. Service information and location.
- C. Short circuit calculations for circuit breaker installations.
- D. Riser diagram.
- E. Load study.

Plumbing Plans

- A. Plumbing layout.
- B. Underground plumbing and riser diagram.
- C. Water distribution diagram with all backflow prevention devices indicated.
- D. Plumbing fixture layout.

Mechanical Plans

- A. Duct layout.
 - B. Ventilation air required to comply with the Michigan Mechanical Code (MMC).
 - C. Equipment sizing.
 - D. Duct detector information.
 - E. Gas meter location and pipe layout.
2. **A Letter** from the owner or tenant describing the business and its operation.
 3. **Hazardous Materials** - If hazardous materials (chemicals) are used for manufacturing, processing, dispensing or storage; provide a letter from the owner/tenant describing the type, use, quantity and location of all materials. Material Safety Data Sheets for all chemicals must be submitted. The construction drawings shall address the requirements of the MBC
 - High hazard use and hazardous materials will be reviewed by the Fire Department.
 4. **Special Inspections** – The City of Rochester Hills Statement of Special Inspection Form shall be completed and submitted to the Building Department for review and approval by the Licensed

Architect or Engineer in charge of the project. This statement shall include a complete list of materials and work requiring special inspections to be performed and a list of individuals, approved agencies and firms that will be conducting such inspections. Documentation verifying qualifications of special inspectors, lab staff and testing equipment shall be attached.

5. **Soils Report** (four sets) - Prepared by a State Licensed Architect or Engineer. The reports must have the engineer's original signature, seal and date.
6. **Energy Calculations** (four sets) - To show compliance with the Michigan Uniform Energy Code
7. **Structural Calculations** (four sets) - For all structural members and foundations. Include the deflection limits and all snow load considerations. All calculations must have the original signature, seal and date of a State Licensed Architect or Engineer.
8. **Truss Drawings** (four sets, when available) - Signed, sealed and dated by a State Licensed Architect or Engineer.
9. **Specifications Manual** (if available)

This list covers the most common requirements. Some items may not apply or additional information may be required depending on the type and complexity of your project. Please call the Building Department at (248) 656-4615 if you have any questions.

Fire Protection Plan Review
Fire Suppression and Fire Alarm

A **Fire Suppression Permit** is required when a new system is installed or alterations are proposed to an existing system.

Plans and calculations must be submitted containing all the information and details required by NFPA 13. The following information must also be provided:

- A City approved site plan with the FDC indicated for wet system (new building only).
- A reflected ceiling plan.
- A floor plan of the entire area (with a key plan).
- Fire suppression drawings - wet or dry system.
- Water flow data within the last year.
- Indicate the most remote area.

A State licensed and City registered fire suppression contractor must submit an application with three sets of plans and calculations to the City for review. (See requirements above).

Plan Review Process:

- Plans are reviewed for compliance to the appropriate NFPA 13 and MBC requirements based on the type of project.
- Plans are reviewed in the order they are received, based on the application date.
- Plan review time varies depending on the Building Department's work load.
- Plans that contain all the necessary information and details will expedite the review process. Contact the mechanical inspector if you have any questions at (248) 656-4615.
- The applicant is notified by mail or by telephone if the information provided does not meet the code requirements or if any additional information is necessary.
- The permit applicant is called when the Fire Suppression Permit is ready to be issued.
- A fire protection fee schedule is available at the Building Department.

A **Fire Alarm Permit** is required when a new system is installed or alterations are proposed to an existing system.

Plan Review Process:

- A licensed electrician or fire alarm technician must submit an application to the City with three sets of plans, details and information. Plans must include a complete electrical schematic with the location and type of all alarm notification appliances, i.e., smoke detectors, sprinkler water-flow devices, manual fire alarm boxes and other approved devices. Provide manufacturer's information, testing and approvals for all appliances.
- Plans are reviewed for compliance with the MBC and NFPA 72.
- Plans are reviewed in the order they are received, based on the application date.
- Plan review time varies depending on the Building Department's work load.
- Plans that contain all the necessary information and details will expedite the review process. Contact the electrical inspector if you have any questions at (248) 656-4615.
- The applicant is notified by mail or by telephone if the information provided does not meet the code requirements or if any additional information is necessary.
- The applicant is called when the Fire Alarm Permit is ready to be issued.
- A fire alarm fee schedule is available at the Building Department.

This information is provided as a guide to help you understand the process of obtaining Fire Suppression and Fire Alarm permits. If your project is beyond the scope of this manual, additional information may be required.

INSPECTION REQUEST
Non-residential/Multi-family
24-hour inspection request line (248) 656-4619

The Building Department will only accept inspection requests called in on the inspection line. The inspection line is for Building Department inspection requests only.

The telephone recorder will ask you the following information:

- The street address of the job site
- The permit number
- The type of inspection requested

Inspections called in before 8:00 a.m. that have been verified will be scheduled for that same day between 9:00 a.m. and 4:00 p.m. Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement; there may be an additional cost for these inspections. Fire suppression inspections may require 3 days notice.

A request to cancel inspections must be called in to the Building Department at (248) 656-4615 before 9:00 a.m. on the day of the requested inspection.

Make sure your project is ready for the inspection. No inspection will be done and a \$75.00 re-inspection fee may be charged if the following items are not completed or in place:

- Provide safe access to the job site and throughout the area to be inspected.
- Approved plans must be on site.
- Job must be ready for inspection. Refer to "Application to Completion" pages 4-9.
- Street address posted and visible from street.
- Work hours sign posted. See page 5.
- Temporary soil erosion control properly installed and street clean.
- All building construction materials and debris must be contained on your property.
- Tree protection properly installed.

Inspection tags will be left on site after each inspection has been completed.

Green - Inspection approved

Red - Inspection not approved. The red tag will contain a list of items that must be addressed before calling for a re-inspection. A \$75.00 re-inspection fee may be charged for items not corrected at the time of the second inspection. Inspections must be approved before proceeding with the next phase of construction.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all inspection tags, green and red. If you have any questions regarding this information, call (248) 656-4615 between 8:00 a.m. and 9:00 a.m. or 4:00 p.m. and 4:30 p.m. to speak with the inspector.