



COMMERCIAL BUILDING DEVELOPMENT GUIDE

April 2019

*A City of Rochester Hills Building Department
Guide to Procedures and Requirements
for Building a Commercial
or Multi-Family Building*



**Rochester Hills Building Department
1000 Rochester Hills Dr.
248-656-4615**



INTRODUCTION

Commercial Building Development

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

This Guidebook 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 help expedite the review process. This Guidebook 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 Guidebook 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 can be accessed at our website at www.rochesterhills.org , or at the Building Department counter.

HOW TO USE THIS GUIDEBOOK

Commercial Building Development

This Guidebook 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. | |
| From 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, and Certificate of Occupancy. | |
| 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 11-12 |
| - A guide to help you understand the information that shall 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 help expedite the review process. | |
| Fire Protection Plan Review | Page 13 |
| - Contains information on the plan review process for obtaining Fire Suppression and Fire Alarm Permits. | |
| Inspection Requests | Page 14 |
| - 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. | |
| Customer Service Survey | Page 15 |
| - Please take the time to completely this survey. It is an opportunity for you to provide comments and suggestions that will help us as we continue working to improve our service. | |

Building Forms

- | | |
|-------------------------------------|---|
| - Building Permit Application | Located online at |
| - Request for Water & Sewer Charges | www.rochesterhills.org |
| - Address Request Form | or at the City of Rochester Hills Building Department Counter |

PHONE DIRECTORY
CITY OF ROCHESTER HILLS

Office Hours: Monday – Friday (except holidays) 8:00 a.m. - 5:00 p.m.
Inspector Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

| CITY DEPARTMENTS: | <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 |
| 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 Website: www.rochesterhills.org

OUTSIDE AGENCIES / PERMITTING AGENCIES:

| | |
|--|----------------|
| AT&T (telephone) | 1-800-244-4444 |
| Cable: | |
| Comcast..... | 1-800-266-2278 |
| Wide Open West | 1-800-848-2278 |
| Consumers Energy | 1-800-477-5050 |
| DTE Energy | 1-800-477-4747 |
| Michigan Department of Environmental Quality | 1-800-662-9278 |
| Michigan Department of Transportation | (248) 483-5100 |
| Michigan Department of Natural Resources | (734) 953-0241 |
| MISS DIG | 1-800-482-7171 |
| Oakland County Customer Service | (248) 858-0720 |
| Oakland County Water Resource 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

January 4, 2019

Building:

Commercial: MBC 2015 (Michigan Building Code 2015)
Effective April 20, 2017
Accessibility – ICC ANSI A117.1-2009

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Plumbing:

Commercial: MPC 2015 (Michigan Plumbing Code 2015)
Effective April 20, 2017

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Mechanical:

Commercial: MMC 2015 (Michigan Mechanical Code 2015)
Effective April 12, 2017

Fuel gas: IFGC 2015 (International Fuel Gas Code 2015)
Effective April 20, 2015

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Electrical:

Commercial: NEC 2017 (State of Michigan Electrical Code)
2017 National Electrical Code with Part 8 Amendments
Effective January 4, 2019

Residential: MRC 2015 (Michigan Residential Code 2015)
Effective February 8, 2016

Rehab:

MRCEB 2015 (Michigan Rehabilitation Code for Existing Buildings 2015)
Effective December 13, 2016

Fire Code:

IFC 2015 (International Fire Code 2015), as referenced in the 2015 Michigan Building Code

Fire Suppression:

| | | | |
|--------------|-----------------|------------------|-----------------|
| Commercial: | NFPA 13 (2013) | Multiple Family: | NFPA 13R (2013) |
| Residential: | NFPA 13D (2013) | | |

Fire Alarm

| | | | |
|----------------|-----------------|---------------|----------------|
| Commercial: | NFPA 72 (2013) | Paint Booths: | NFPA 17 (2013) |
| Kitchen Hoods: | NFPA 17A (2013) | Residential: | NFPA 72 (2013) |

Energy Code

Commercial: MBC 2015 (Michigan Building Code 2015) – Chapter 13 &
MEC 2015 (Michigan Energy Code 2015) – Chapters 1 through 6 &
Michigan Energy Code, Part 10a. Rules (ANSI/ASHRAE/IES Standard 90.1-2013)
Effective September 20, 2017

Residential: MRC 2015 (Michigan Residential Code 2015) - Chapter 11
Effective February 8, 2016

Codes can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing, MI 48909, or their website at: 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.

FROM APPLICATION TO COMPLETION
Commercial Building Development
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 available online at www.rochesterhills.org, or at the Building Department counter.

B. Application Fees

- Additions/Alterations \$250.00.
- New Buildings \$750.00.
- Please see “Building Permit Fees” (page 10).

C. Site Plans – Three Sets *

D. Construction Plans – Three Sets *

- Architectural, Structural, Accessibility, and Energy.
- Electrical, Plumbing and Mechanical.

E. A letter from the owner or tenant describing the business and its operation, the use of all spaces, and if any hazardous materials will be used as part of any process.

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 * (if applicable)

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

L. Address Request Form

- Please see the Building Department for this form.

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

- Required for new buildings and additions with separate water tap.

*Please see “Plan Review Checklist” (pages 11-13).

Note: All information noted above shall be submitted with the Building Permit Application. All applications and forms shall 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” (see 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.
- 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 help 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 shall be completed before the Building Permit can be issued.

- Site plan approval received from the Planning Department.
- Land Improvement Permit approved and issued by the Engineering Department.
- Required fire hydrants shall be installed and operational, verified and approved by the Fire Department.
- Building, electrical, plumbing and mechanical plans approved.
- Outstanding permits (if applicable) completed.
- Water and sanitary sewer fees paid (if applicable). Please contact the Department of Public Services at (248) 656-4685 for questions regarding water and sanitary sewer fees.

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 will be canceled.

Building & Trade Permits over 6 months old with no activity will be canceled.

Please Note: For larger commercial projects, it is recommended that a Pre-Construction Meeting be scheduled to allow all parties involved in the project to meet and discuss timelines, inspections, etc. This meeting can be scheduled by contacting the Building Department at (248)656-4615.

4. **Electrical, Plumbing, and Mechanical Permits** are required for work done in those trades and can be obtained after the Building Permit has been issued.

- All items to be installed shall be listed on the appropriate Permits.
- Items not listed on the Permits shall be added to the Permits prior to requesting Final Inspection.
- Applications are available online at www.rochesterhills.org or at the Building Department counter.

When the Building Permit has been obtained, building construction may begin (trade permits shall be obtained before work can be done for any trade). Revisions to the building after issuance of the Building Permit will require resubmittal and approval.

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

- The street address posted
- Temporary soil erosion control installed and maintained
- The street shall be kept clean
- All construction debris shall be contained on property
- Tree protection, if applicable, shall be installed and maintained
- A 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 Sign 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

- Inspections are required at various stages throughout the project.
- Please see "Inspection Requests" (page 14).
- Approved plans shall be on site at all inspections.
- All work shall be installed in accordance with the approved plans and all Code requirements.

A. Footing/Foundation Inspections:

- During excavation prior to placing concrete.
- Third Party Inspections and soil testing are required.
- Third Party Inspection reports shall be submitted to the Building Department.

B. Reinforcement Inspections:

- Prior to placing concrete (if required).
- Third party Inspections may be required.
- Third Party Inspection reports shall be submitted to the Building Department.

C. Underground Plumbing Inspections:

- Interior sanitary sewer, storm sewer and water distribution.

D. Underground Electrical Inspections:

- Interior service and feeder system.
- Exterior service and site lighting.

E. Sand Inspections:

- 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.
- Third Party Inspection reports shall be submitted to the Building Department.

F. Exterior Wall and Roof Framing Inspections:

- Third party inspections and testing required for the following:
 - Steel fabrication and erection.
 - Concrete.
 - Masonry.
 - Wood fabrication.
- Third Party Inspection reports shall be submitted to the Building Department.
- All construction shall be in accordance with the approved plans and Code requirements.

G. Rough Plumbing Inspections:

- Work above the floor level that is typically installed within the walls.
- All required penetrations are fire-stopped with the proper materials.
- An approved through-penetration fire-stop system shall be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.

H. Rough Electrical Inspections:

- Work above the floor level that is typically installed within the walls.
- All required penetrations are fire-stopped with the proper materials.
- An approved through-penetration fire-stop system shall be installed at all penetrations of fire resistance rated assemblies in accordance with the Michigan Building Code.

I. Rough Wall Framing Inspections:

- Conducted after rough electrical, plumbing mechanical, fire suppression and fire alarm are approved.
- Framing and fire-stopping shall be checked for compliance with approved plans and code requirements.
- Additional inspections may be required for fire resistance rated assemblies.

J. Rough Electrical Ceiling Inspections:

- For all electrical work installed in or above the ceiling.

K. Rough Mechanical Inspections:

- Concealed gas piping - pressure test required

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

L. Fire Suppression Inspections:

- All piping and sprinklers shall be installed and located in accordance with the approved Fire Suppression plans.
- A Hydrostatic Test is required.
- Please Note: The Fire Suppression Contractor shall be on site for these inspections.

M. Fire Alarm Inspections:

- After all concealed wiring is installed for Alarm System.
- Please Note - The Fire Alarm Contractor shall be on site for these inspections.

N. Open Ceiling Inspections:

- After all rough and ceiling inspections have been approved.
- The Inspector checks ceiling framing and/or suspended ceiling installation prior to the covering of ceiling or installing ceiling tile.

O. Final Plumbing Inspections:

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

P. Final Mechanical Inspections:

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

Q. Final Electrical Inspections:

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

R. Final Fire Suppression Inspections (if applicable):

- Check location and type of sprinklers.
- Test supervision system.
- A Flow Test is required.
- The Fire Suppression Contractor shall be on site at the time of inspection.
- The Fire Department Connection (FDC) will be verified for correct type and location.
- A placard and spare heads are required on site.

S. Final Fire Alarm Inspections (if applicable):

- The Inspector will test the operation of system.
- The location of alarm devices will be checked.
- The Fire Alarm Contractor shall be on site at the time of inspection.

T. Grade Review Inspections (Engineering Department):

- Requested by calling Engineering Services at (248) 841-2663
- The Inspector will 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 health, safety and welfare issues are not present. 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 and approved by Engineering Services.

U. Landscape Performance Inspections:

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

V. Final Site Inspections:

- Requested by calling the Building Department's inspection line at (248) 656-4619, see "Inspection Requests" (see page 15).
- 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 Inspections:

- Can be conducted after all other Final Inspections for all other permits are approved.
- Can be requested after all work has been completed.
- The Inspectors check the complete building interior and exterior to verify with compliance with the approved plans and all Code requirements.

X. Tree Replacement Inspections (if applicable):

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

6. Certificate of Occupancy (C of O):

- Can be requested by calling the Building Department at (248) 656-4615.
- A C of O is required before the building can be used or occupied.
- All inspections shall be completed and approved/accepted before a Certificate of Occupancy is considered.
- Please allow the Building Department at least 24 hours for processing.
- Temporary Certificates of Occupancy will be considered on a case-by-case basis.

7. Maintenance Inspections:

- Landscape Maintenance Inspections are required.
- Can be requested by calling the Planning Department at (248) 656-4660.
- Are done one or two years after the landscape performance inspection is approved.
- Is done to insure survival of all landscaping.
- The landscape maintenance bond is released after the maintenance inspection has been approved.
- A two-year Engineering Maintenance Inspection is also conducted.

- 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, the 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 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
Commercial Building Development

- 1. Application Fee:**
 - Addition/Alterations\$250.00
 - New Buildings\$750.00
 - Non-refundable
 - Due when Permit application is submitted.

- 2. Building Permit Fees:**
 - Based on total cost of project excluding site work
 - (A) Under \$1,000.00\$85.00
 - \$1,001.00 to \$10,000.00\$85.00
 - Plus \$22.00 for each additional \$1,000.00 or part over \$1,000.00
 - (B) \$10,001.00 and over\$283.00
 - Plus \$7.00 for each additional \$1,000.00 or part over \$10,000.00
 - (C) Separate permits are required for Mechanical, Electrical, Plumbing, Fire Suppression, and Fire Alarm as they apply to your project.

- 3. Plan Review Fees:**
 - (A) Building Plan Review Fee Minimum.....\$165.00
 - 0-\$1,250,000 - computed at \$2.44 per \$1,000.00 or \$165.00 minimum
 - \$1,250,001.00 and over - computed at \$3,050.00 plus \$0.80 for each additional \$1,000.00 of construction value or part over \$1,250,001.00
 - (B) Where review of construction documents is performed by outside consultants, the review fee shall be charged at 1.5 times the actual cost.
 - (C) Separate Plan Review Fees will be charged for Mechanical, Electrical, Plumbing, Fire Suppression, Fire Alarm, Energy, Structural, and Accessibility plan reviews as they apply to your project.
 - (D) Re-review Fees (per Hour).....\$85.00

- 4. Plumbing, Mechanical, Electrical, Fire Suppression and Fire Alarm Fee Schedules** are available in the Building Department or by visiting www.rochesterhills.org.

- 5. Re-inspection Fees**\$85.00

- 6. Certificate of Occupancy**No fee
 - Temporary Certificate of Occupancy (for each request or extension)\$500.00

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

PLAN REVIEW CHECKLIST
Commercial Building Development

This list is provided as a guide to help you understand the information that shall 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 help expedite the review process. References are to the Michigan Building Code.

1. **Construction Documents** - Please submit three 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 shall contain the original signature, seal and date of the State Licensed Architect or Engineer responsible for the design.
 - C. Plans shall be designed in accordance with the "Codes Currently In Effect" (page 3). Please indicate the current Codes on the construction drawings.

Building Plans - Please include the following:

- A. Use Group or Groups (if the Mixed Use option is being used).
- 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 per the Michigan Plumbing Code.
- D. A Key Plan identifying the location of the proposed work.
- E. The total area of building or tenant space – include open perimeter, height and area calculations.
- F. An indication if a Fire Suppression System will be installed, and, if so, if it will be a full or limited area System. Please see "Fire Protection Plan Review", page 14.
- G. All rated assemblies shall have an U.L. Design number or other approved rating.
- H. Sections with construction details showing all proposed walls, floors and roofs.
- I. Indicate the location and hourly rating of all fire doors, fire dampers and fire windows, and size of wired glass panels.
- J. Details of all penetration protections required at fire resistance rated assemblies, with the U.L. Design number or other approved rating agency.
- K. A room finish schedule with flame spread and smoke development documentation for all finish materials.
- L. Fully dimensioned rooms and spaces including stairs, aisles, passageways, corridors and areas around counters and fixtures.
- M. A door hardware, door, and window schedule, as applicable.
- N. Dimensions to show the required maneuvering clearances at all doors.
- O. A fixture/furniture layout with dimensions.
- P. An indication of the use of all rooms and spaces.
- Q. A stairway section with all guard and handrail details.
- R. The location of all exit signs and means of egress lighting.
- S. Accessibility details containing the following:
 - A Site Plan containing details of the accessible route from the accessible parking to the accessible entrances. Dimensions, slopes and routes shall be indicated to show compliance.
 - Dimensions and details for all interior accessible routes.
 - 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 the Michigan Building Code indicated on the 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 used for concrete, masonry, steel and wood.
- V. The type and thickness of all glazing materials and safety glazing locations indicated where required.
- W. Flame spread and smoke development documentation for all foam plastics and details of the foam plastic insulation thermal barrier that is required.

Electrical Plans - Please include the following:

- A. A complete electrical layout.
- B. Service information and location.
- C. Short circuit calculations for circuit breaker installations.
- D. A riser diagram.
- E. A Load Study.

Plumbing Plans - Please include the following:

- A. A complete plumbing layout.
- B. Underground plumbing details and a riser diagram.
- C. A water distribution diagram with all backflow prevention devices clearly indicated.
- D. A complete plumbing fixture layout.

Mechanical Plans - Please include the following:

- A. A complete duct layout.
- B. Ventilation air calculations showing compliance with the Michigan Mechanical Code (MMC).
- C. Equipment sizing.
- D. Duct detector information.
- E. The 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, please provide a letter from the owner/tenant describing the type, use, quantity and location of all materials. Material Safety Data Sheets for all chemicals shall be submitted. The construction drawings shall address the requirements of the Michigan Building Code.
Please Note: High hazard use and hazardous materials will also 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 also be attached. Special Inspection documents are available for review at www.rochesterhills.org.
5. **Soils Report** (three sets required) – The Soils Report shall be prepared by a State Licensed Architect or Engineer. The reports shall have the Architect or Engineer’s original signature, seal and date.
6. **Energy Calculations** (three sets required) – Energy calculations shall be provided to show compliance with the Michigan Uniform Energy Code.
7. **Structural Calculations** (three sets required) – Structural calculations are required for all structural members and foundations. Please include the deflection limits and all snow load considerations. All calculations shall have the original signature, seal and date of a State Licensed Architect or Engineer.
8. **Truss Drawings** (three sets required, if available at submission) – Truss drawings shall be signed, sealed and dated by a State Licensed Architect or Engineer.
9. **Specifications Manual** (three sets) - If one is 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 Permits

A **Fire Suppression Permit** is required when a new system is installed or alterations are proposed to an existing system. Plans and calculations shall be submitted containing all the information and details required by NFPA 13.

The following information shall be submitted with a Fire Suppression Permit application:

- A City approved site plan with the Fire Department Connection (FDC) clearly indicated for a wet system (new buildings only).
- A reflected ceiling plan.
- A floor plan of the entire area (with a key plan).
- Complete Fire Suppression drawings – for all wet or dry systems clearly indicating all design.
- Water flow data within the last year.
- The most remote area identified.

A State Licensed and City Registered Fire Suppression Contractor shall submit an application with three sets of plans and calculations to the City for review.

Plan Review Process:

- Plans are reviewed for compliance to the appropriate NFPA 13 and Michigan Building Code requirements based on the type of project, commodities, etc.
- 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 help expedite the review process. Contact the Mechanical Inspector if you have any questions at (248) 656-4615.
- The applicant will be notified by mail or by telephone if the information provided does not meet Code requirements or if any additional information is necessary.
- The Permit applicant will be called when the Fire Suppression Permit is ready to be issued.
- A Fire Protection Fee Schedule is available at the Building Department or online at www.rochesterhills.org

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 shall submit an application to the City with three sets of plans, details and information. Plans shall 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. Please include manufacturer's information, testing and approvals for all appliances.
- Plans are reviewed for compliance with the Michigan Building Code 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 workload.
- Plans that contain all the necessary information and details will help expedite the review process. Contact the Mechanical Inspector if you have any questions at (248) 656-4615.
- The applicant will be 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 will be called when the Fire Alarm Permit is ready to be issued.
- A Fire Alarm Fee Schedule is available at the Building Department or online at www.rochesterhills.org.

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 Guidebook, additional information may be required.

INSPECTION REQUESTS

Commercial Building Development



The Building Department offers three convenient methods to allow you to request inspections:

- **24-hour Inspection Request Line** – An Inspection may be requested by calling our Inspection Request Line at (248) 656-4619 and providing the following information:
 - **The Street Address of the job site.**
 - **The Permit Number.**
 - **The type of Inspection you are requesting.**
- **Please Note:** This 24-hour Inspection Request Line is for Building Department Inspection Requests only.
- **Online Inspection Requests** – Inspections may also be requested by visiting the Building Department’s website at www.rochesterhills.org. At the bottom of the page, click on “Permits & Property Data Look up”. Register with BSAonline and call us at 248-656-4615 to link your username. Once linked, you will be able to schedule your inspections online.
- **QR Code Inspection Scheduling**– Scanning the QR Code at the top of this page will gain you direct access to the same Online Inspection Request Form as mentioned above. You will find the QR Code for scheduling inspections on many of our Building Department documents for your convenience.

Inspections scheduled before 3:00 p.m. that have been verified by the Building Department Staff will be scheduled for the next business day between 9:00 a.m. and 4:00 p.m. Inspections may be done earlier or later depending on the Inspector’s workload. Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement. Additional fees for “After Hours” inspections shall be paid in advance of the inspection.

A request to cancel an Inspection needs to 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. Inspection will not be done and an \$85.00 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 shall be on site.
- The job shall be ready for inspection.
- Street address posted and visible from the street.
- Work Hours Sign posted.
- Temporary soil erosion control properly installed and street clean.
- All building construction materials and debris shall be contained on your property.
- Tree protection properly installed.

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

Green Tag Inspection approved

Inspector’s Report Inspection not approved. The Inspector’s Report will contain a list of items that need to be addressed before calling for re-inspection. An \$85.00 re-inspection fee will be due for items not corrected at the time of the second inspection. Inspections shall 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 Green Tags or Inspector’s Reports. 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. to 4:30 p.m. to speak with the Inspector that wrote the Inspector’s Report.

