Charter Township of Shelby

Harry Reese
Building Director

52700 Van Dyke
Shelby Township, MI 48316-3572

Phone: (586) 731-5969
Fax: (586) 803-2099
E-mail: building@shelbytwp.org

OUTLINE PROCEDURE

COMMERCIAL OR INDUSTRIAL BUILDINGS OR ADDITIONS

PRELIMINARY

Contact Planning and Zoning (586-726-7243) and DPW/Engineering (586-731-5990) for their requirements (number of prints required, proper zoning, setbacks, screening, parking requirements, etc.).

Make application to Planning Commission for Site Plan approval.
Make application to DPW/Engineering for engineering approval.

Contact the following county agencies (if applicable) for their requirements and approval:

Macomb County Health Dept., 43525 Elizabeth, Mt. Clemens – 586-469-5236
Macomb County Road Comm., 115 Groesbeck Hwy., Mt. Clemens – 586-463-8671
Macomb County Drain Comm., 115 Groesbeck Hwy., Mt. Clemens – 586-463-8671

Obtain permits for Soil Erosion (Macomb County Drain Commission), Road (Macomb County Road Commission), Septic (Macomb County Health Department), DNR, DEQ, and Michigan Department of Transportation, if applicable.

SUBMIT FOR BUILDING PERMIT:

- **4 page building application signed by applicant/contractor**
- **4 sets of prints sealed by a Michigan licensed design professional (including foundation plan, floor plan,structural plan, elevations, cross sections, electrical plan with riser diagram, plumbing and heating diagrams; i.e., a complete set of plans)**
- **Site/Plot plans with legal description**
- **Soil boring reports**
- **All required permits mentioned above**
- **Michigan energy code review (see attached for minimum insulation values) Statement of special inspections, structural calculations and design values**
- **Application fee is required at the time the application is submitted**

NOTE:
If screening wall and/or dumpster(s) are desired as part of the building permit, they must be noted on the application along with the building. Otherwise, separate permits will be required for these projects. It is imperative that the above information and the "**SPECIFIC INFORMATION REQUIRED**" included in this packet be provided when applicable. Michigan law and Township policy require this information. Do not submit applications and attendant information without being certain it is complete. Failure to do so will result in lengthy delays in processing and permit issuance. We cannot review plans and issue permits without the necessary information.

OUTLINE PROCEDURE
COMMERCIAL OR INDUSTRIAL BUILDINGS OR ADDITIONS CONT.

.

ALL MATERIAL AND CONSTRUCTION PROCEDURES ARE TO FOLLOW THE MICHIGAN BUILDING CODE.

Electrical, plumbing, and mechanical permits are required to be obtained by licensed contractor(s) for any electrical, plumbing, heating, and/or air conditioning/refrigeration. Licenses must be registered with the Township.

PERMITS NOT ACTIVATED WITHIN SIX (6) MONTHS WILL BE VOIDED.

PERMITS AND/OR FEES ARE NOT TRANSFERABLE OR REFUNDABLE.

SPECIFIC INFORMATION REQUIRED
Regarding All Building Plans Except Single Family Dwellings, Duplexes, And Accessory Structures Incident Thereto, Or Additions To Thereto.

1. Four (4) complete sets of plans, signed and sealed by a Michigan licensed design professional. Provide four (4) site (or plot) plans. Plumbing, electrical and mechanical plans are also required.

2. The plans shall be completely dimensioned, including all rooms and spaces within and the building height must be indicated.

3. The proposed use of all rooms and spaces shall be indicated on the plans. Provide the use group as per code.

4. The construction type proposed must be indicated on the plans.

5. If a mixed-use building is proposed, the designer shall indicate which of the three (3) mixed use options is proposed to be utilized, described in Section 302 of the Building Code.

6. Plans for all buildings designed for human occupancy, other than Use Groups R-2, R-3, and I-1, shall designate the number of occupants to be accommodated in the various rooms and spaces and shall include, in sufficient detail, a description of the mechanical ventilation system proposed where artificial lighting and ventilation are required. Roof ventilation shall be completely described, as well as any crawl space area.

7. In buildings other than Use Groups R-2 and R-3, the plans for a permit shall designate the number of occupants to be accommodated on every floor and in all rooms and spaces.

8. All doors shall be described and dimensioned on the plans or proper reference made to a door schedule. An interior finish schedule shall be provided.

9. Provide a stairway detail with section and handrail/guardrail details. All of these items must be fully dimensioned. .

10. Any exit enclosure shall be dimensioned and labeled and shall include, where applicable, the fire resistance rating of the exit, and identifying fire resistance test data shall be referenced.

11. Any exit access corridor shall be identified with a description of the proposed fire grading notes, and the appropriate description of the fire resistance test data must be indicated.

12. Any proposed fire separation walls, fire resistance rated floor/ceiling assemblies, firewalls, and/or fire partitions shall be labeled as such and shall indicate the proposed fire resistance rating and shall reference the fire resistance test date identification incident thereto.

    The above requirements shall also apply to any fire resistance rated exterior wall(s), any roof/ceiling assembly, and/or shafts.

13. Fire suppression in any area(s) of the building or the entire building, where applicable, shall be noted on the plans. Plans for fire protection system shall be submitted with the construction documents and shall indicate which NFPA standard will be utilized.

14. Any fire alarm system, smoke control system, limited area sprinkling system or special suppression system shall be indicated on the plans.

15. Plans shall show size, section and relative locations of all structural members with floor levels, column centers, and all offsets fully dimensioned.

16. A complete description of system utilized to resist earthquake motions shall be described on the plans for seismic performance category A.

17. A statement, signed and sealed by a Michigan licensed design professional, describing the soil in the ultimate bearing strata, including sufficient records and data to establish the character, nature, and load-bearing capacity of the bearing soil shall be submitted.

18. Special inspections must be indicated as required in the Building Code.

19. Clearly indicate interior wall, ceiling, and floor finishes proposed.

20. Completed Michigan Energy Code calculations must be submitted.

21. Indicate safety-glazing locations.

22. Indicate, in detail, the type of roofing system, materials, fastening requirement, and flashing requirements proposed, with the fire classification.

23. Any masonry fireplace installation shall require a detailed drawing showing thickness, character of all materials, clearances from walls, partitions and ceilings, and the size and location of the fireplace.

24. Submit sealed structural calculations and site plan.

25. Provide design-loading criteria for foundation, wind, roof (including snow drifting), earthquake, and floor for all parts of the building or structure. The above shall include live loads and dead loads and shall also include roof snow loads, storage area live loads, any special impact loads, and wind load utilized. All loads must be in accordance with the Michigan Building Code specified minimum values, and be completed per code requirements.

26. Complete information for special inspections (NA wood frame).

Statement of Special Inspections

Pursuant to Section 1704.1 of the 2000 Michigan Building Code, the owner or the registered design professional in charge acting as the owner's agent shall employ one or more special inspectors to provide inspections during construction on the types of work listed under Section 1704. The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring inspections.

In accordance with Section 1704.1.1, the permit applicant hereby submits a statement of special inspections prepared by the registered design professional in charge as a condition for permit issuance, as follows:

Project Name: _____

Project Address: _____

Check the materials and work requiring special inspections pursuant to Section 1704:

- ☐ No materials or work will be undertaken that requires special inspections.
- ☐ Inspection of fabricators (offsite fabrication of structural load-bearing members and assemblies)
- ☐ Steel construction (structural steel roof framing, wall framing, beams, columns, etc.)
- ☐ Concrete construction (concrete footings, precast concrete, etc.)
- ☐ Masonry construction (load bearing masonry walls, etc.)
- ☐ Wood construction (fabrication of wood trusses, etc.)
- ☐ Soils (soil conditions, site preparation, fill placement, etc.)
- ☐ Pile foundations
- ☐ Sprayed fire-resistant materials
- ☐ Exterior insulation and finish systems (EIFS)
- ☐ Other _____

List the inspections that will be performed and when the special inspection reports will be provided **(i.e. – Soils will be tested during foundation operations and reports will be submitted upon completion)**:

_____

_____

_____

_____

_____

List the individuals, approved agencies or firms intended to be retained for conducting inspections:

Name:_____ Phone #: _____

Type of inspections: _____

Name:_____ Phone #: _____

Type of inspections: _____

Name:_____ Phone #: _____

Type of inspections: _____

Special inspectors shall keep records of inspections. The special inspector shall furnish inspection reports to the building official, and to the registered design professional in responsible charge. Reports shall indicate that work inspected was done in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of work. A final report of inspections documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted periodically at a frequency agreed upon by the permit applicant and the building official prior to the start of work.

I understand the special inspection requirements of the 2000 Michigan Building Code and hereby agree to the above listed special inspection process as a condition for permit issuance.

_____ _____
Permit Applicant Signature Date

_____
Permit Applicant Printed

Building Department Review of Special Inspection Program

- ☐ Approved Conditions - _____
- ☐ Denied Reason -

_____

_____ _____
Plan Reviewer Date

Notice

To: **Building and Electrical Contractors**
Date: December 4, 2007
Re: New Grounding Electrode Requirements

The recently adopted 2005 Michigan Electrical Code (MEC) now requires bonding of reinforcement steel in foundations and footings. The code applies to all non-residential and multi-family residential buildings excepting those constructed under the Michigan Residential Code.

If reinforcement will be installed in foundations or footings, footing and electrical sub-contractors are encouraged to coordinate and plan construction to effectively comply with the new provisions.

The following needs to be considered:

Reinforcement length – The minimum length of reinforcement used for bonding is twenty feet. Shorter lengths may be tied together with approved wire ties.

Reinforcement diameter – The minimum diameter is ½" or # 4 bar.

Encasement – The reinforcement shall be encased by a minimum of 2 inches of concrete and near the bottom of the foundation or footing.

Location – As a practical matter, the stub out for connection to the electrical system should be in close proximity to the electrical service.

See Sections 250.50 and 250.52 of the 2005 MEC and consult the building design professional for full details.