



City of Rochester Hills
Building Department
1000 Rochester Hills Dr.
Rochester Hills, MI 48309
(248) 656-4615 Phone
Email: building@rochesterhills.org

CHANGE OF OCCUPANCY PERMIT APPLICATION



LOCATION _____ **SUITE #** _____

ZIP CODE _____ **COMMERCIAL CENTER NAME** _____

*** WHERE TWO OR MORE BUILDINGS EXIST ON ONE PROPERTY, IDENTIFY
EACH BUILDING BY ITS PRINCIPAL USE**

NAME OF BUSINESS: _____

PROPOSED USE: (SPECIFY USE OF ALL BUILDINGS)

TYPE OF IMPROVEMENTS:

- ☐ BUILDING ☐ ELECTRICAL
☐ PLUMBING ☐ SITE
☐ HEATING-A/C-REFRIGERATION
☐ OTHER – PLEASE SPECIFY
EQUIPMENT _____
☐ SITE IMPROVEMENTS
☐ NONE

☐ I Understand that I need to contact the City Clerk's Office to confirm whether or not I need to apply for a Liquor License if I intend to serve alcoholic beverages

What is the maximum number of occupants that will be in the building, including employees, at any given time? _____

Attach a copy of the floor plan (layout of building) with room uses, fixture locations, paths of egress

Attach a copy of the Business Information Sheet

Is Hazardous Material stored in the facility or not: ☐ YES ☐ NO

Please fill out a Chemical Survey if required (www.rochesterhills.org/chemicalsurvey)

Owner _____
Name Mailing Address – Number, street, city, state, and zip code Telephone
No.

Tenant/Lessee _____
Name Mailing Address – Number, street, city, state, and zip code Telephone
No.

I hereby certify that the proposed request for Certificate of Occupancy is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. This approval procured by misrepresentation of facts or conditions, misstatements in application, or through improper action of any officer or employee of this department does not legalize any illegal use arrangement or condition.

Signature of Applicant Address Phone Application Date

Your name (print): _____ **Your email:** _____

WHY IS A CHANGE OF OCCUPANCY INSPECTION REQUIRED

WELCOME TO THE CITY OF ROCHESTER HILLS!

Why is a Change of Occupancy Inspection required?

- Change of Occupancy inspections are required by State of Michigan Building Codes any time a new business moves into a building or tenant space. **You should not be open or occupying a space without a Certificate of Occupancy.**
- They are conducted to ensure the building or tenant space where you intend to conduct your Business is safe for your use.
- They ensure your proposed use meets the City's established Zoning Ordinance requirements.

What is required to apply For a Change of Occupancy Inspection?

- A Change of Occupancy Permit is available online at (www.bsaonline.com/?uid=385)
- An application Fee - payable by eCheck or credit card (convenience fee for credit cards) online
- Zoning District approval from the Planning Department
- A floor plan indicating the layout of all rooms, how they will be used, fixture locations (if any) and paths of egress out of the building or space.
- Clearly explain what your business does and how you intend to operate. It is important to mention any chemicals or processes that use chemicals, as additional information will be required. Special operations may require you to provide additional information.

I submitted the application, now what?

- Our Customer Service Staff will help you select an inspection date and time. Generally, inspections can be scheduled usually within a couple of days after applying.
- Arrangements will be made to have a Building, Plumbing, Mechanical, Electrical, Ordinance, and a Fire Department Inspector visit your address at a block of scheduled time.

What happens during the Inspection?

- Inspectors visit your site and look at the outside and inside of your premises. Checklists are attached for your convenience. Please make sure the items have been checked prior to our inspection.
- It is important that you have someone there that knows your Business and can answer any questions the Inspectors might have. Access to all areas of the building and property will be required for the inspection.
- Inspectors will look for any potential Life-Safety concerns or violations that may affect the safe use of the building or property.
- An Inspectors Report provided to you from each Inspector will indicate any concerns that are discovered that will need to be corrected. Any concerns found will need to be corrected before a Certificate of Occupancy will be issued.
- If no concerns are found, the Inspectors Report will indicate that also.
- Your Report will indicate a date by which you need to have all repairs made and re-inspections scheduled in order to be in compliance. It is your responsibility to have the repairs completed and scheduled for re-inspection.

What if violations are found?

- As mentioned above, violations, concerns, or Life-Safety items will need to be addressed before a Certificate of Occupancy can be issued allowing you to occupy your Business space.

Are Permits required?

- Depending on the scope of your business, permits may be required. The various Inspectors will tell you if permits are required at the time of the inspection. Also, if work has been previously done without required permits, permits will also be needed to ensure the safe installation of the previous work.

How do I schedule re-inspections?

- You may request re-inspections online. Whenever possible, re-inspection requests received by 3:00 pm will be performed the next business day between the hours of 9:00 am to 4:00 pm.

How do I get my Change of Occupancy Certificate?

- Once all Inspectors have given their approval for your Change of Occupancy Certificate, your Certificate will be issued and emailed to you. You may occupy your Business once your Certificate has been issued.

Business Information Checklist

Please provide the following information:

- ☐ Construction type: _____
- ☐ Use group: _____
- ☐ Square footage: _____
- ☐ Occupant load: _____
- ☐ Location of fire rated walls/assemblies, including UL designs (when applicable)

- ☐ Stock heights, storage configurations (when applicable)
 - Commodity classification: _____
 - Encapsulated: _____
 - Rack or pallet storage: _____
 - Maximum storage height per design area: _____
 - Aisle width: _____
 - Required flue space: _____
 - In-rack sprinklers: _____
 - Occupancy classification: _____
 - Design density: _____
 - Maximum allowable coverage as calculated: _____
 - Maximum allowable spacing as calculated: _____
- ☐ Additional suppression systems (Hood, Spray booth): _____

- ☐ Attached commercial cooking equipment line-up (when applicable)
- ☐ Attached hazardous chemical inventory list
- ☐ Referenced codes / editions: _____
- ☐ Permit stipulations: _____

CHANGE OF OCCUPANCY PRE-INSPECTION CHECKLIST

The following inspection checklists provides you a list of items that the inspectors will be looking at. This list is to help you identify areas that may need to be corrected before your scheduled inspection date. The inspections are scheduled by the Rochester Hills Building Department and can be reached at 248-656-4615. The inspections performed include building, electrical, fire, mechanical, plumbing/cross connection and site inspections.

Building Inspection

1. Address posted on the building.
2. Address and building name posted on all doors if business is in a multi-tenant building.
3. Ceiling tiles – in place.
4. Exit and Emergency lights – batteries operational.
5. Exit lights – bulbs not burned out.
6. Exits and exit aisles – not blocked.
7. Exit door hardware – approved/maintained.
8. Exit doors – must work properly.
9. Fire extinguishers – properly located and service tag is up to date.
10. Fire sprinklers – not obstructed.
11. No storage – in employee restrooms/non-storage areas (on top of coolers, above ceiling).
12. Occupant Load – must be posted if required.
13. Toilet paper holders – required in all restrooms.
14. Grab bars in restrooms.
15. Restrooms must have proper signage.
16. Doors with thumb-turn locks shall have a permanent sign posted on the door stating “Door Shall Remain Unlocked When Building is Occupied”

Electrical Inspection

1. Electrical panels/breakers – must be properly labeled. Designate emergency lighting breakers.
2. No storage in front of any electrical equipment.
3. Emergency lights – check all exit and emergency lights for proper operation
4. Extension cords – **NOT ALLOWED**.
5. Ground connections – check all ground connections on cords for appliances, game machines, etc.
6. Outlets – proper covers must be on all switches and outlets.
7. Rooftop equipment – address and label all rooftop equipment on multi-tenant buildings.
8. All GFCI receptacles must be operational.
9. Receptacles shall not be painted.
10. Lighting to be in working order

Fire Department Inspection

1. Provide a copy of your annual fire suppression inspection report.
2. Provide a copy of your annual fire alarm inspection report.
3. A Knox Box may be required.
4. Business Information Sheet completed.
5. Chemical Survey completed online if required. www.rochesterhills.org/chemicalsurvey

Mechanical Inspection

The HVAC and exhaust systems must be safety checked to verify the systems are in proper working order and are safe to operate. The outdoor air being introduced to the space shall be adjusted to accommodate the proposed new occupant load and the adjusted outdoor air CFM values shall be documented by a licensed mechanical contractor. Verify the exhaust fans for the rest rooms are operational and vented to the exterior of the building.

1. The HVAC systems have been inspected and are in working order, the heat exchangers have been inspected and were found safe for continued use.
2. The exhaust fans for the rest rooms have been inspected, are in proper working order and vented to the exterior of the building.
3. The outdoor ventilation air intakes have been inspected and adjusted to provide the new proposed occupant CFM requirements. If the space is not changing the occupant load no adjustment will be required. Verify the outdoor air intake CFM readings.

All inspections and reports shall be conducted and written by a properly licensed mechanical contractor.

Buildings with Fire Sprinkler Systems also require:

1. Provide access to the riser room during the city inspection.
2. The sprinkler system is required to be certified once a year. Have the recertification available to review during the city inspection.
3. All sprinkler heads must be free of paint and/or dirt. Sprinkler heads that are painted and/or dirty shall be serviced by a properly licensed contractor prior to the inspection.

Buildings with Type 1 cooking hoods and equipment also require:

1. All type 1 cooking hoods shall be clean of grease and dirt buildup in the hood, duct and exhaust fans. This is required every 6 months. Have the hoods, duct and exhaust fans cleaned if they have not been cleaned in over 6 months or if they show signs of a grease build up.
2. All seams in the hood are required to maintain a liquid tight seal where panels merge together in the hood. This is typically accomplished by removing the older silicone and cleaning the panels and then applying new food grade high temperature silicone to the area requiring sealing.
3. Cooking hoods require a hood suppression system that are required to be recertified every 6 months. Have the most recent recertification approval paperwork or tag onsite for the city inspection.
4. Note: The above is not required if the cooking equipment is to be altered prior to opening. The alterations will require a plan review and permits to approve any hood suppression alterations.
5. The hood suppression system is designed for a specific equipment line up. It is imperative the cooking equipment layout is not altered. If the cooking equipment is changed, the hood suppression system will be required to have a licensed contractor submit plans, secure a permit and perform the alterations.
6. All cooking equipment on wheels shall have equipment locators installed, equipment tethers properly installed, an approved gas shut off valve and an ANSI Z21.69 listed flexible gas line connector installed. All gas lines that are not connected to an approved gas connector shall be properly capped to prevent gas leaks. **Note: Equipment must be located and aligned properly for the hood suppression system to function properly.**

Ordinance/Site Inspection

1. Dumpster – dumpster enclosure must be maintained and have proper clearances.
2. Parking lot – check striping and condition of lot.
3. Signage – all handicap signs and fire lane signs must be posted.
4. Address and business name posted on front and rear doors.
5. Check behind the building for blight.

Plumbing/Cross Connection Inspection

1. Backflow prevention (water system) – hoses with a nozzle attached, after an atmospheric vacuum breaker. No shut offs allowed downstream of the atmospheric vacuum breaker.
2. Bathroom fixtures – must operate properly. Bathroom fixtures must be properly maintained, not damaged.
3. Carbonated beverage dispensers – must have proper water supply connections. The dispensers must have a double check valve assembly with an intermediate atmospheric vent. It shall not be affected by carbon dioxide gas.
4. Faucets – check for leaking faucets in all locations (bathrooms, kitchen, etc.).
5. Floor sinks – clean strainers.
6. Hot water – must be available where required.
7. Traps – check for leaks.
8. Check CO² piping system – Determine if changes have been made.
9. Gas detection systems require annual certification and testing reports.

When the change of occupancy is ADA compliant Check the following:

1. The plumbing located beneath accessible sinks shall have the plumbing insulation material inspected to ensure it is installed properly and not damaged or decayed.
2. The handicap hand rails are located at the correct height of 34” to 36” above the finished floor and secured in a manner which will support the weight of an individual.
3. Verify the faucets have the required lever style handles for the ADA sinks.

Back flow prevention requirements:

1. All testable and existing back flow devices shall have current re-certifications on the device. If no evidence of the recertification is on site by an approved testing agency, the back flow device will need to be tested and re-certified.
2. All hose connections shall have a backflow device built into the faucet or require a backflow device to be installed on the thread connection for the faucet spout. **Note: a water heater and/or boiler drain are exempt from this requirement.**

General requirements:

1. The hot water temperature cannot exceed 120 F
2. The presence of a sewer gas smell will require a licensed plumber to evaluate and correct the adverse condition causing the sewer gas to escape into the space being served.

SAFE LADDERS ARE REQUIRED FOR ALL INSPECTIONS

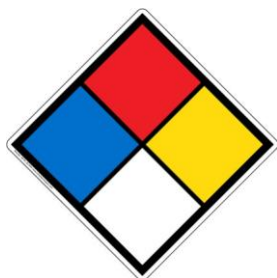
NOTE: THIS IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST



Site Specific and Chemical Survey Information

The Michigan Occupational Safety and Health Act (MIOSHA), Public Act 154 of 1974 (as amended) and the Fire Prevention Code Public Act 207 of 1941 (as amended), require that Fire Chiefs to collect information regarding the quantity of specific chemical groups used, produced or stored in a facility.

Nine categories of chemicals have been identified as hazardous or dangerous to firefighters: Explosives & Blasting Agents, Poison gas, Flammable Liquids, Flammable Solids, Oxidizers, Poisons, Radioactive Materials, Corrosives and Known Human Carcinogens.



If your businesses uses or produces any of the listed chemicals above a set quantity (listed in the chemical survey), your business is considered a site specific location. Information regarding the chemical and its physical location in the building needs communicated to the members of the fire department to ensure they are properly prepared and safe in their response to an emergency at your location. The Rochester Hills Fire Department accomplishes this through an online chemical survey.

www.rochesterhills.org/chemicalsurvey

- When your process changes and chemicals are added to the building, removed from the building or moved to a different physical location, a new chemical survey is required to be filled out.

Site Specific Pre-Incident Survey fees are required by ordinance for any site specific location within Rochester Hills. An additional \$150.00 Site Specific Fee will be added to your invoice.

WHEN PERMITS ARE REQUIRED

WHEN ARE PERMITS REQUIRED?

- A building permit is required whenever an owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure.
- An electrical permit, mechanical permit, or plumbing permit is required when an owner or authorized agent intends to erect, install, enlarge, alter, repair, remove, convert any electrical, gas, mechanical, or plumbing system. This also includes changes that have been

made or may need to be made to the fire suppression or fire alarm systems to bring the building into compliance for the proposed use.

- The licensed contractor that is performing the work shall obtain permits for all work. In some cases for minor construction, such as building a non-bearing wall with no electrical, plumbing, or mechanical work in it, the tenant or owner may apply for the building permit if they are doing the work and will be responsible for it.
- If work has been done previously without required permits, permits will also be needed to ensure the safe installation of the previous work.

WHAT IS REQUIRED TO APPLY FOR A PERMIT?

- A completed building permit application. This can be done online through a BS&A account. If you need to create an account, please contact our Customer Service Team in the Building Department at 248-656-4615.
- An application fee –payable by echeck or credit card (convenience fee for credit cards) online.
- A detailed letter describing your business and processes.
- Drawings for the project that are signed and sealed by a State of Michigan Licensed Design Professional (i.e. Architect or Engineer).
- A Hazardous Materials Report (HMR) for any chemicals used for manufacturing, processing, dispensing or storage shall be provided from the safety manager, owner, or tenant describing the type, use, quantity, and location of all materials. The report shall also detail whether the chemicals are used in an open or closed system.
- Other supporting documentation may be required depending on the scope of work to be done.

WHAT HAPPENS AFTER THE PERMIT IS APPLIED FOR?

- The plans will be reviewed by one of our plan reviewers for code compliance in the order they are received.
- If the plans are not approved, the applicant will be contacted with a list of corrections needed to be made. The applicant will need to resubmit new plans for another review.
- Once the plans are approved the applicant will be notified to pay any remaining fees due for the building permit and then the building permit can be issued.
- Once the building permit is issued, all related trade permits for plumbing, electrical, and mechanical work may be applied for by the trade contractors.
- Once all permits are issued, the work can be begin. Inspections are required at various stages and no work may be covered until inspected and approved.
- Once all work is inspected and final inspection approvals are given, a Certificate of Occupancy will be issued for you to legally occupy your building.