

A Guide to Commercial Building Development

Commercial or Multi-Family

December 1, 2022



Rochester Hills Building Department

1000 Rochester Hills Dr.

248-656-4615



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Reference Material

The following forms and handouts for a Commercial Building are available at our service counter or on the Building Departments web page at www.rochesterhills.org.

- Permit applications are required only for hard copy or in person applications.
 - o [Building](#)
 - o [Mechanical & Fire Suppression](#)
 - o [Electrical & Fire Alarm](#)
 - o [Plumbing](#)
- Permit Fees Schedules
 - o [Building](#)
 - o [Mechanical](#)
 - o [Electrical](#)
 - o [Plumbing](#)
 - o [Fire Suppression](#)
 - o [Fire Alarm](#)
- [Online Permit Application Guide](#)
- [Standard for Electronic Plan Review Submission.](#)
- [Codes Currently in Effect](#)
- [Address Request Form](#)
- [Guide to Commercial Building Construction Inspections](#)
- [Tree Removal & Maintenance Requirements](#)

Surveys

We are always striving to improve our service, please use the following forms to give us your feedback, comments and suggestions.

- [Electronic Submittal Survey](#)
- [Customer Satisfaction Survey](#)

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 information on 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.

BEFORE YOU BUILD

Commercial Building Development

Before you start your project, you should be aware some additional permitting from other departments within the City or outside agencies may be required.

If approvals or permits are required from any of the departments or agencies listed below, copies of the permit or approvals will need to be submitted to the Building Department before the building permit can be issued.

Planning and Economic Development – New commercial buildings, additions or exterior alterations must have Final Site Plan Approval. The Planning and Economic Development Department has prepared their [Guide to Development](#) which details the process. Please call the Planning and Economic Development Department at (248) 656-4660 for more information.

Department of Public Service - A Land Improvement Permit is required from the Department of Public Services. The Department of Public Services has prepared their [Engineering Design Standard](#) which includes requirements for the Land Improvement Permit. Please call the Department of Public Services at (248) 656-4640 for more information.

FROM APPLICATION TO COMPLETION

Commercial Development

A General Guide through the Entire Process

Step 1 – The Building Permit

State law requires that a building permit be obtained for the construction of all commercial projects. The permit allows the code official to review the plans for the project and perform inspections during construction to confirm that the requirements of the Michigan Building Code are being followed. By meeting the requirements of the Building Code, the completed project will meet minimum standards of life safety, health and welfare as established by the State of Michigan.

When the building permit application is submitted, it will undergo the following reviews:

- The Building Plan Review covers the requirements of the Michigan Building Code that apply to the project including review Building, Structural, Accessibility, Energy, Mechanical, Plumbing, and Electrical components.

Submitting a complete set of documents containing all the necessary information will expedite the plan review process. Prior to applying for a building permit the applicants should prepare the following documents. These documents shall be prepared using the guidelines set forth in the Building Department's [Standard for Electronic Plan Review Submission](#).

Documents and other required submittals shall be sealed, signed and dated by the State of Michigan registered design professional that prepared or directly supervised the preparation of the documents.

1. If your property or tenant space does not already have a property address, submit an **Address Request Form***.
2. **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.
3. **Construction Documents which include but are not limited to:**
 - a. Civil, architectural, structural, accessibility, energy, electrical, plumbing and mechanical documents.
 - b. Specification/Project manual if available.
 - c. Geotechnical Investigation Report
 - d. Energy Calculation and Certifications
 - e. Structural Calculations
4. **Statement of Special Inspection**
 - a. Prepared by the Architect or Engineer in charge of the project.
5. **Hazardous Materials and Opinion Report**
 - a. Required for projects where hazardous materials are used for manufacturing, processing, dispensing or storage.
6. **Non-residential request for water and sewer charges(if applicable)**
 - a. Required for new buildings and additions with separate water tap.

Applying for the Building Permit

The Building Department is now accepting applications for all permits online at www.rochesterhills.org.

An [Online Permit Application Guide](#) is available to help through the process.

1. Plans and Approved Process

- a. The permit application documents are reviewed in the order they are received. Review time varies depending on the Building Department's work load.
- b. Building construction plans will be reviewed for compliance to the current Michigan Building Code.
- c. Documents that contain all the necessary information and details will help speed up the review process.
- d. The Applicant will be notified by email if the information provided does not meet the Michigan Building Code requirements, or if any other information is required.
- e. The applicant will then need to resubmits corrected documents for review.

2. Fees

Fees are due at various stages of the permitting process.

- a. An application fee is required before the permit application will be fully processed.
- b. Plan review and permit fees will be determined during the plan review process and shall be paid prior to issuance of the building permit.
- c. Applicants may pay in person at the City Hall or online by following the link in the email they receive to the online payment portal. Fees can be paid online by credit card or eCheck.

Forms and fee schedules are available at the Building Department service counter or online at www.rochesterhills.org

3. Permit Ready

- a. The permit applicant will receive an email when the building permit is ready, with a link to the online payment portal. For new buildings and additions the following must be completed prior to issuance of the building permit:
 - i. Final Site Plan approval from the Planning and Economic Development Department
 - j. Land Improvement Permit has been issued by the Department of Public Services.
 - k. Water and sanitary sewer fees, if applicable, have been paid.
- b. Building permit fees are due prior of the issuance of the building permit. Permit fees can be paid in person or online.
- c. Once all fees are paid the applicant will receive an email with the building permit.
- d. The building permit shall be secured within 6 months of the application date or the application may be canceled.
- e. Issued permits that have no activity for more than 6 months may be canceled. A new permit may be required to finish the project.
- f. The applicant shall print the approved plans and all attachments and have them available for all inspections.

4. Pre-Construction Meeting

- a. Fore larger commercial project, it is recommended that a Pre-Construction Meeting be held to allow all stake holders involved in the project to meet and discuss permit conditions, timelines, inspections, etc.

5. Revisions

- a. Revisions to the plans for the home or grade after issuance of the building permit will require re-submittal of revised plans, approval from the Building Department, and the payment of any additional review and permit fees.

6. Trade Permits – Plumbing, Mechanical, Electrical, Fire Suppression and Fire Alarm

- a. These types of permits are required and can be applied for and obtained after the building permit has been issued.
- b. All items to be installed shall be listed on the appropriate permits.
- c. Items not listed can be added to the appropriate permits prior to the final inspection.
- d. A Certificate of Occupancy cannot be issued until all fees have been paid.

Forms and fee schedules are available at the Building Department service counter or online at www.rochesterhills.org

Step 2 – Construction

When the building permit has been obtained, construction may begin. All new home construction shall be inspected for conformance to the approved plans and the Michigan Building Code. For a complete explanation of inspections please review the [Guide to Commercial Development Construction Inspections](#) available online at www.rochesterhills.org.

1. Inspection Request and Results

All request for inspections are to be scheduled online through [BS&A Online](#) using the account information that was established when applying for the permit.

Once an inspection has been performed the permit holder will receive an email stating either the inspection was approved or not approved with a list of items that require correction.

- a. During construction the project should be inspected the following stages that apply.
 - i. Footings/foundations
 - ii. Reinforcement
 - iii. Underground plumbing
 - iv. Underground electrical
 - v. Sand
 - vi. Exterior wall and roof framing
 - vii. Rough plumbing
 - viii. Rough mechanical
 - ix. Rough electrical
 - x. Rough building
 - xi. Fire suppression
 - xii. Fire alarm
 - xiii. Open ceiling
 - xiv. Other inspections as determined by the Building Department

Step 3 - Closeout

Prior to the project being completed and before Certificate of Occupancy can be issued the following final inspection shall be completed and any corrections need to be completed.

1. Final Inspections

- a. Upon completion of construction the project should be inspected the following stages that apply:
 - i. Final plumbing
 - ii. Final mechanical
 - iii. Final electrical
 - iv. Final fire suppression
 - v. Final fire alarm

- vi. Final grade – Department of Public Services
- vii. Landscape and tree – Parks and Natural Resources Department
- viii. Final site
- ix. Final building

- b. All special bills shall be paid, including:
 - i. Street cleaning
 - ii. Tap repair
 - iii. Debris removal
 - iv. Any other fees or bills due

3. Certificates of Occupancy (C of O)

- a. A Certificate of Occupancy (C of O) is required before a new building or tenant space can be used or occupied.
- b. A C of O can be requested by calling the Building Department at (248) 656-4615.
- c. Please allow time for processing a C of O. State Law allows 5 business days from the time the request is received to the issuance of a C of O. Our normal processing time is 24 hours.

4. Temporary Certificates of Occupancy (TCO)

- a. A TCO is required before the new building or tenant space can be used or occupied and is issued only when a full Certificate of Occupancy cannot be issued as determined by the Building Department.
- b. A TCO can be requested by calling the Building Department at (248) 656-4615.
- c. There is a fee for each request for a TCO or for an extension.

5. Landscape and Engineering Maintenance Inspections

- a. Landscape and Engineering maintenance inspections are performed on new buildings one or two years after final approval. These are done to insure survival of all landscaping and to confirm all engineering services are operating and being maintained.
- b. Landscape inspections can be requested by calling the Parks and Natural Resources Department. Engineering inspections will be conducted automatically.
- c. When items are accepted the remaining landscape and engineering maintenance bonds will be released, escrow balance will be refunded and project will be closed out.

Construction Document Requirements

Commercial Building Development

A set of construction documents is required for new buildings, additions, alterations and/or tenant spaces and shall be submitted with the permit application.

The following list is a not intended to be all inclusive of details that will be required. Submitting a complete set of documents containing all the necessary information will expedite the plan review process. Prior to applying for building permit the applicants should prepare the following documents. These documents shall be prepared using the guidelines set for in the Building Department's [Standard for Electronic Plan Review Submission](#) guide available online at www.rochesterhills.org.

Documents and other required submittals shall be sealed, signed and dated by the State of Michigan registered design professional that prepared or directly supervised the preparation of the documents.

The construction drawings shall contain the following information:

1. General

- a. Drawing shall be in a scale of not less than 1/8" = 1'-0".
- b. Plans and documents shall be in accordance with the [Michigan Building Codes Currently in effect](#).

2. Building and Structural Plans:

- a. A List of Building Codes used in developing the project.
- b. A complete Code analysis which should include Use Group(s), type of construction, occupant load, building or tenant space area, height and area analysis, etc. Indicate if fire suppression and/or fire alarm is being installed or required.
- c. Dimensioned building or tenant space plans with use of rooms identified.
- d. Building Elevations and Sections
- e. Wall section and plan details.
- f. Interior elevations and details
- g. Complete structural drawings and details. Indicate all design loads and other information pertinent to the structural design including live and dead loads for floors, roof, snow, wind, earthquake, concentrated, impact, combination of loads and special loads.

3. Electrical Plans:

- 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.

4. Plumbing Plans:

- 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.

5. 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.

Also provide the following as applicable:

1. **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.
2. **A project specification/manual** describing in detail the scope of work, materials to be used, methods of installation, and quality of workmanship for the project
3. **Geotechnical Report** assessing the geological conditions of area of construction with recommendations for site preparations and anticipated soil bearing pressures.
4. **Energy Calculations** or Certifications showing compliance with the Michigan Uniform Energy Code for building envelope, electrical and mechanical systems.
5. **Structural Calculations** for all structural members and foundations. Include the deflection limits and all snow load considerations.
6. **Statement of Special Inspections** shall include a complete list of materials and work requiring special inspections to be performed, the name of the Special inspection Firm and a list of individuals conducting the Special inspections. The Statement inspection shall be meet the requirements of the current Michigan Building Code and the City's [Special Inspection Program Guide](http://www.rochesterhills.org) available at www.rochesterhills.org .
7. **Hazardous Material and Opinion Report** shall be prepare whenever hazardous materials (chemicals) are used for manufacturing, processing, dispensing or storage. The report should comply with the requirements of the current Michigan Building Code and the City's **Guideline for Buildings with Hazardous Materials and High-Hazard Group H Uses** available at www.rochesterhills.org .

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

State law requires that **Fire Suppression and or a Fire Alarm Permit** be obtained when a new system is installed or alterations are proposed to an existing system. The process for application, approval, permitting and inspection is similar to that for the building permit which is outlined above. Application and permit fees schedules are available at the Building Department or online at www.rochesterhill.org .

Fire Suppression Documents and submittals for shall be prepared by a State of Michigan licensed Fire Suppression Contractor and shall comply with and will be reviewed for compliance with the current Michigan Building Code and NFPA 13. Documents should include but not be limited to:

1. A City approved site plan with the Fire Department Connection (FDC) clearly indicated for a wet system (new buildings only).
2. Complete floor plans of the entire building with key plan for areas of new work.
3. A reflected ceiling plan.
4. Fire suppression drawings for all wet and dry systems with design criteria.
5. Water flow date taken within the last year.
6. Calculations

Fire Alarm Documents and submittals shall be prepared by a State of Michigan Licensed Electrician or Fire Alarm Technician and shall comply with and will be reviewed for compliance with the current Michigan Building Code and NFPA 72. Documents should include but not be limited to:

1. 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.
2. Manufacturer's information, testing and approvals for all appliances.

Appendix

**PHONE DIRECTORY
CITY OF ROCHESTER HILLS**

Common City of Rochester Hills telephone numbers to refer to as needed during the review, permitting, and building processes.

Office Hours: Monday – Friday (except holidays) 8:00 a.m. – 5:00 p.m.
 Building Department Inspector Hours 8:00 a.m. – 9:00 a.m. and 3:30 p.m. – 4:30 p.m.

CITY DEPARTMENT:	<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 Cablevision.....	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 Commissioner	(248) 858-1105
Oakland County Health Department	(248) 858-1280
Road Commission for Oakland County	(248) 858-4804