



COMMUNITY DEVELOPMENT BUILDING DIVISION

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TENANT IMPROVEMENTS GUIDE

TENANT IMPROVEMENTS FOR COMMERCIAL BUILDINGS BASED ON THE 2006 MICHIGAN BUILDING CODE

GENERAL INFORMATION:

This guide outlines the requirements for obtaining a building permit to construct a tenant improvement in the township. Commercial “building shell” are often built without specific information as to the eventual tenants of the leased spaces. Also, occupancy or use of tenant spaces may change during the life of a commercial building. The items listed below are required with any tenant improvement plan submittal.

PLANS REVIEW:

Please allow time for the plan review process, which varies depending on Department’s workload. Plans are reviewed in the order they are received based on the application date. Plans that contain all the necessary information and details will expedite the review process.

- A **preliminary plan review letter** with a preliminary plan review-processing checklist will be issued within **three (3) working days** of submittal.
- Full plan reviews of **large commercial projects** will be completed within **fifteen (15) working days** of submittal.
- Full plan reviews of **small commercial projects** will be completed within **seven (7) working days** of submittal.
- **Plan review of revised or resubmitted plans** for both commercial and residential projects will be completed within **fifteen (15) working days** of submittal.
- In order to be in compliance with the state of Michigan’s Construction Code requirements, **plan reviews** shall be completed within **fifteen (15) working days** of submittal.

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.

Two sets of construction documents are required by the governmental agency for approval. These drawings shall carry the embossed or printed seal (original seals and signatures) of an architect or professional engineer licensed in Michigan.

Provide a statement to identify the registered Design Professional in responsible charge. Include a seal and signature (originals). Section 106.3.4 (1-one document or on covered sheet)

Identify all proposed deferred submittal items. The registered Design Professional in charge shall be responsible for reviewing and coordinating all submittal documents prepared by others. Sprinkler systems, fire alarm systems, shop drawings, interior finish

materials, fire doors, fire dampers, certain millwork, height hazard materials, through penetration assemblies, etc. are examples of common deferred submittal items (see attachment). Section 106.3.4.2

Letter from the owner clearly describing the nature of their business and it's operations – 1-one document.

CODES:

- Michigan Building Code 2006 Edition
- Michigan Barrier-Free Design Law of Public Act 1 of 1966 as amended and ICC / ANSI A117.1 2003 Edition
- Michigan Uniform Energy Code rules Part 10 with ANSI/ASHRAE/IESNA Standard 90.1-1999
- Michigan Mechanical Code 2009 Edition
- Michigan Plumbing Code 2009 Edition
- International Fire Code 2006 Edition
- International Fuel Gas Code 2009 Edition
- Michigan Electrical Code Based on National Electrical Code 2008 Edition With Part 8 State Amendments
- Michigan Rehabilitation Code 2006 Edition

How to purchase a book:

- The Codes and Standards order form is available on the Bureau's web site at www.michigan.gov/cis or (517-241-9313). Make a check payable to the State of Michigan and mail your request to the Bureau of Construction Codes, P.O. Box 30255, Lansing, Michigan 48909.
- Books may also be purchased directly from ICC International, 4051 West Flossmoor Road, County Club Hills, Illinois 60478 or (800) 786-4452 or www.iccsafe.org

Two sets of Michigan Uniform Energy Code, Part 10a (ANSI/ASHRAE/IESNA Standard 90.1-1999) – clarify whether compliance with applicable sections have been met.

- Existing Buildings – Section 4.1.2
- Alterations – Section 4.1.2.2
- Envelope – Section 4.1.2.2.1
- Alterations – Heating, Ventilating, and Air-conditioning – Section 4.1.2.2.2
- Alterations – Power and Lighting Alteration - Section 4.1.2.2.4 and 4.1.2.2.5

Two sets of specifications – if applicable

APPLICATION:

A completed permit application must be filled out completely;

- ✓ Location of Construction
- ✓ Owner or Lessee/Interest In Property
- ✓ Title Owner
- ✓ Contractor/Builder
- ✓ Architect or Engineer
- ✓ Telephone numbers
- ✓ Address
- ✓ Type of Improvements
- ✓ Total Cost of improvements

BUILDING PLANS:

Building plans drawn to standard architectural scale clear, legible and non-altered; (4)-four sets required detailing the following items:

Cover Sheet – include general project information such as; address, location map, square footage, and building code analysis, see attachment.

Building Code Analysis: (see attachment)

- Code Year / Type (Building, Plumbing, Mechanical, Electrical, Fire)
- Occupancy Classification
- Type of Construction
- Fire Sprinklers / Type/ NFPA
- Fire Alarm / Type/ NFPA
- Area
- Occupant loads for all areas (actual and calculated)
- Number of Exits, Required / Provided
- Required plumbing fixtures
- Non-separated or separated uses with required calculations

Complete floor plans of the entire tenant space showing all walls, exits, windows, fire assemblies, draftstopping, separations, fixtures, and related information.

Provide all appropriate wall and floor sections.

Provide door hardware schedule.

Provide door, window, and glazing schedule.

Provide interior finish schedule including flame spread, smoke developed indexes and testing criteria for applicable wall, ceiling, and floor finishes. Section 803.1

- Provide manufacture cut sheets, Sections 803.1, 803.2.1, 803.2.1, 803.6, 804.2, and 804.5
- Decorations and trim, Section 805.1 (groups A, E, I, R-1, and R-2)
- Plastic utilized in the design shall provide documentation in accordance with Section 2601.1

Provide details showing all barrier-free requirements per PA Act 1 of 1966 as amended, 2006 Michigan Building Code, and ICC / ANSI A117.1 2003 Edition;

- Maneuvering clearance for doors, Section 404.2.4
- Service counters, Section 904.1
- Work surfaces, Section 902.1
- Kitchens and staff lounges, Section 804.1
- Drinking Fountain, Section 602 and Sections 1109.5, 1109.5.1, and 1109.5.2 (MBC) No fewer than two drinking fountains shall be provided. One for individuals using a wheel chair and one comply with the requirements for standing individuals. Exception; Hilo drinking fountain may be substituted for two separate drinking fountains.
- Toilet and bathing rooms, Section 603.1
- Reach limitations, Sections 308.1

- Changing rooms, Sections 803.1, 903.1
- Clear floor spaces, Section 304.1
- Knee to toe clearance, Section 305.3, 306, and 606.2
- Accessible routes (ramps), Section 405.1
- Barrier free parking spaces (if applicable), Sections 501.1 and 1106.1
- Other _____

Note: Existing buildings – additional barrier-free verification in accordance with PA Act 1 of 1966 as amended;

- If the change in use group or occupancy load or alteration involves less than 50% of the floor area – apply *Rule 125.1352. Section 2, Subsection 2(A)*
- If the change in use group or occupancy load or alteration involves more than 50% of the floor area – apply *Rule 125.1352. Section 2, Subsection 2(B)*

Provide additional information on general means of egress requirements, Section 1003.1

- Emergency lighting, Section 1006.1
- Exit signs, Section 1011.1
- Location of exit doors, Section 1018.1
- Tactile exit signs stating “EXIT”, Section and complying with ICC/ANSI A117.1-2003, Section 703 and MBC-2006, Section 1011.3
- Aisle access-way for all “M” use groups, Section 1014.4.2
- Other _____

Provide a list of all fire-resistance rated assemblies. Also, provide a diagram of the actual testing agency design and include the approved tested number. Section 703.2

- Firewall, Section 705.1
- Fire barriers, Section 706.1
- Fire partitions, Section 708.1
- Horizontal assemblies, Section 711.1 (include the tested design numbers for construction of the assembly, Section 703.1)
- Through-penetration firestop systems, Section 712.1 (include installation and fire test criteria and provide manufacturer cut sheet)
- Joint system, Section 713.1 (include installation and fire test criteria and provide manufacturer cut sheet)
- Other _____

List locations of all fire dampers and provide manufacture cut sheet for their installation, showing testing in accordance with **UL 555** and hourly rating of table 716.3.1

ELECTRICAL PLANS:

Show the size and location of the main electrical service and all subpanels. Show the location of all outlets, switches, light fixtures (interior and exterior), smoke detectors, and special outlets and equipment. For complete list refer to Electrical Plan Review Requirements Guide.

PLUMBING PLANS:

Provide dimensional plumbing plans showing the size, location, and material specification of all water and drainage piping. Show the location, type, size of gas or fuel piping. For complete list refer to Plumbing Plan Review Requirements Guide.

MECHANICAL PLANS:

Provide dimensional mechanical plans showing duct layouts and sizes, fire, smoke and combination fire/smoke dampers, mechanical units on roof, ground, and walls. For complete list refer to Mechanical Plan Review Requirements Guide.

ADDITIONAL INFORMATION:

Verify zoning compliance with Planning Department – 248-451-4876

- Zoning
- Façade
- Planning
- Other _____

Approvals from Oakland County Heath Division for all food handling facilities are involved. Contact information; Oakland County Heath Division, Josh Nelson, Plan Reviewer, 27725 Greenfield, Southfield, MI 48076, 248-424-7190.

FIRE SPRINKLER AND ALARM PLANS:

Fire protection system plans and calculation are typically submitted after the main set of building plans are approved and permit is issued. Please note that this review process may take approximately 2-6 weeks, so plan accordingly. For more information; please call Fire Marshal, Pat Riney at 248-409-1515.

Items noted above are minimum requirements. Unusual or complex projects often require additional information.

FEES:

APPLICATION, (Non-refundable and not credited to building permit fee)

New Commercial/Industrial & Additions, Other Non-Single Family.....	\$300
Commercial Tenant Space/Suite Completions, Alterations, Repairs Zoning & ...	\$150

PLAN REVIEW FEES:

The plan review fee shall be based on the total estimated cost of the project as computed from the current I.C.C. International Building Valuation Data Report exclusive of site work.

Minimum fee of \$150 is due at the time of submittal. (Non-refundable)

- a) All commercial projects to be computed at .0030 of valuation or a minimum of \$150.
- b) Where review of construction documents is performed by outside consultants, the review fee shall be charged at 1.5 times the actual cost. Payment shall be in advance of the review based on estimated cost.
- c) Where review of construction documents is performed by township employees, the review fee shall be charged at \$75 per hour (i.e., revised drawings, deferred documents, etc.).
- d) Plan review of hazardous materials shall be charged at \$75 per hour.
- e) Plan review for accessibility, energy, electrical, mechanical, plumbing, and fire safety shall be charged at 15% of the building plan review fee or \$150 minimum per trade.

BUILDING PERMITS VALUATION:

The building permit fee shall be based on the total estimated cost of the project as computed from the current International Code Council (ICC) Building Valuation Data Report exclusive of site work. The fee shall be based on the building construction valuation as follows:

a) All Building Construction Valuation	
i. Under \$1,000.....	\$50
ii. \$1,001 to \$10,000	\$50
<i>Plus \$17 for each additional \$1,000 or part thereof over \$1,001</i>	
iii. \$10,001 and over.....	\$203
<i>Plus \$6 for each additional \$1,000 or part thereof over \$10,001</i>	

CERTIFICATE OF OCCUPANCY FEES:

To be paid at the time of permit issuance for all construction

a) Commercial/Residential Temporary* each request or extension	\$50
b) Duplicate	\$25
c) Commercial and all others	\$150

PERFORMANCE CASH BONDS:

Commercial Use Groups minimum	\$25
<i>Plus \$25 per \$1,000 valuation to a maximum of \$2,000</i>	

WATER & SEWER COMMERCIAL UNIT FACTOR FEE SCHEDULE:

Based on Ordinance, as adopted by the Board for West Bloomfield Township, increase in water and sewer use fees (Unit Factor Fees) shall apply to all commercial building dwellings whereby changing of the classified use of the premises, including periodic remodeling under permit requirement of the township, shall cause the user or property owner to pay to the township an increase in use fee equal to the use fee schedule as established minus any connection and unit factor fees previously paid. The fee shall be paid to the township prior to any release for approval of permit for construction is issued.

Unit factor fees are an essential component to the financial responsibility of sustaining a reliable municipal water and sewer system. Additional fees assigned to commercial buildings ensures that adequate funds are maintained for government to replace underground water and sewer infrastructure as it is impacted through increased use that places accelerated deterioration and demand on critical systems. For complete list of Unit Factor Fees; refer to Water & Sewer Commercial Unit Factor Fee Guide.

We hope this guide is helpful and we encourage you to provide us with any suggestion you may have as we continue to work toward improving our development process. If you have any questions regarding codes or Township ordinances applicable to existing buildings, please feel free to contact me at 248-451-4864 or by email at t_walsh@wbtp.com.

Thomas M. Walsh
Community Development Director/Building Official