



## **PERMIT INFORMATION**

**It is tenant responsibility to verify and follow all required processes.  
The below information is offered as guidance only.**

### **Auburn Hills Building Department Permit Page:**

[http://www.auburnhills.org/departments/community\\_development/building\\_services/index.php](http://www.auburnhills.org/departments/community_development/building_services/index.php)

Construction Permit: The following items must be submitted to the building department at time of application. *Other paperwork may be required. Verify with city.*

- A complete and signed application
- Application fee (Verify with city fee schedule).
- 3 Sets of construction drawings including, Plumbing, Electrical, and Mechanical drawings all signed and sealed by a licensed architect or engineer.
- Completed Hazardous Materials Form (if required. Verify)
- Plans must be submitted to the Community Development Department for all commercial construction in Auburn Hills.
- Plans can take between 3 to 4 weeks to process.
- Construction permit can be submitted at the same time as Health. See notes below in Health permits section.

If you have any questions, please contact the Community Development Department at 248-364-6900

### **Fire Alarm / Sprinkler Permits:**

Fire Alarm Permit: City of Auburn Hills

Sprinkler Permit: City of Auburn Hills

Expediting Services – Not Needed

### **Health Permits**

<https://www.oakgov.com/health/services/Pages/Food.aspx>

- Health Permits are may be applied for through the Oakland County Health Division, and may be submitted concurrently with the construction drawings.
- You do not need health approval before you submit to Building Dept, however you must have plan approval from Health before construction may commence.
- There are clear directions for filing for permit as well as all required forms on the website.