

PERMIT PROCESS OVERVIEW

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. It is the tenant responsibility to contact the city directly to confirm most current process & requirements.

Overview:

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **6-8 weeks** total.

Currently, a tenant can expect the first round of permit comments in approximately 15 days excepting unusual circumstances. Tenants should submit for Landlord approval at the same time that they submit for Permit review. This will assure that any comments from the Landlord and the City can be addressed and resubmitted to the City together.

Design professionals may contact the City for a preliminary review (when drawings are approximately 70-80% complete) where projects are unusual or of a large scale. Contact information is found on the website.

- **City of Novi Building Department**
- <http://www.cityofnovi.org/City-Services/Community-Development.aspx>
- **Forms and applications:**
- <http://www.cityofnovi.org/Reference/Forms-and-Permits.aspx#BuildingForms>
 - Building – note that Planning and Zoning and the Fire Marshal must approve before the permit is issued.
 - Mechanical
 - Electrical
 - Plumbing
 - Fire
 - Health (food) tenants will need approval before the permit is issued. The review is concurrent with the Building Department review.
<https://www.oakgov.com/health/services/Pages/Food.aspx>
- **City of Novi Planning Commission**
- <http://www.cityofnovi.org/City-Services/Community-Development/Boards-and-Commissions/Planning-Commission.aspx>
 - Zoning and site plan review (tenants with exterior elevations and patios)

- Forms and applications relating to the Novi Planning Commission:
- <http://www.cityofnovi.org/Reference/Forms-and-Permits.aspx#BuildingForms> AND <http://cityofnovi.org/City-Services/Community-Development/Codes,-Ordinances-and-Master-Plan.aspx>

Submittal Process:

Step #1:

- Drawings are submitted to the City per directions on the websites.
 - Review typically takes about **6-8 weeks**.
 - Submit: (1) copy of application (available on websites via link above) and (2) full sets of construction documents, signed and sealed, for review. Applicable fees are to be submitted as required.
 - **Note: If any exterior façade changes are proposed (excluding signage) review can potentially take several weeks and even months depending on scope.**

Step #2:

- Once all divisions have approved, building permit will be issued.
- Additional information regarding inspections is available on the forms and applications portion of the website.
- Trade permits have a quick turnover timeframe and are available in person and on-line. Note that only subcontractors that are registered with the City can apply on-line. Subcontractors can register in person.
- **The City of Novi has a Portal where you can check status of the drawing review, schedule inspections on line, and check the status of inspections:**
- [http://cityofnovi.org/City-Services/Community-Development/Inspections-\(Online-Portal\).aspx](http://cityofnovi.org/City-Services/Community-Development/Inspections-(Online-Portal).aspx)
- Please note that the portal is a public site, do not place personal information or lockbox information on the portal.