



Building Permit Process City of Auburn Hills, MI

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. Restaurants and food service operators will also need to submit plans to the Oakland County Health Department for review at the same time as applying for a Building Permit. The Health Department review will run concurrently with the Building Department and will typically takes 4-6 weeks total.

Currently, a tenant can expect the first round of permit comments in approximately 10 days excepting unusual circumstances. Tenants should submit for Landlord approval at the same time 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.

Main Points of contact for the City of Auburn Hills Building Services Department are listed below:

City of Auburn Hills link:

<http://www.auburnhills.org/>

Building Forms link:

<http://auburnhills.org/document/index.php>

Building Officials:

Jeffrey A. Spencer,

Building Official

Phone: 248-364-6940

E-mail: jspencer@auburnhills.org

Rick Oberlin,

Building Inspector

Phone: 248-364-6894

E-mail: roberlin@auburnhills.org

Eric Langenderfer,

Building Inspector

Phone: 248-364-6942

E-Mail: elangenderfer@auburnhills.org



Connecting you to NOW

Building Services

Commercial Buildings

The following items must be submitted to the building department at time of application:

A complete and signed application

\$310.00 Application fee

3 Sets of construction drawings including, Plumbing, Electrical, and Mechanical drawings all signed and sealed by a licensed architect or engineer

A Copy of the Applicant's Drivers License

Completed Hazardous Materials Form

A Letter on your Letterhead containing the following information: name of business, contact information, percentage of usage (office___%, Warehouse___%, Other___%), proposed overnight storage, number of employees, last use

Construction Plan Review

Plans must be submitted to the Community Development Department for all commercial and residential construction in Auburn Hills. For specific submittal requirements for your particular project please contact us. Residential and commercial permits take between 3 to 4 weeks to process. Electrical, Plumbing and Mechanical permits can be obtained over the counter during normal business hours.

Demolition Permits

A permit is required for the demolition of any commercial or residential building. When submitting for a permit to demolish a building, a written release from all utility companies and Oakland County Health Department for well and septic, also Department of Public Works for sewer and water, indicating that the services have been properly terminated is required. For more information, please contact the Community Development Department at 248-364-6900

Electrical Permits

Electrical permits are required for the installation of new electrical service equipment, existing service relocations, service increases, as well as fixed appliances and equipment connections. Electrical permits are based on the size of service, number of circuits, and type of installation. An electrical permit or fee information can be obtained in the Community Development Department during normal business hours.

Mechanical Permits

Mechanical permits are required for the installation or replacement of any furnace or central air conditioner, duct work installations and gas piping installations. Mechanical permit fees are based on the size of the HVAC units, number of gas outlets and type of installation. A mechanical permit and fee information can be obtained in the Building Department during regular business hours.

Plumbing Permits

A Plumbing Permit is required for the installation of any new plumbing fixture, hot water heater, water system supply lines, and any new drain waste or vent pipes. Plumbing Permit fees are based on the number of fixtures, drain lines, size of supply lines, and type of installation. Plumbing Permit and fee information can be obtained at the Community Development Department during regular business hours.

Building Inspections

What you need to know ...

Inspections are required after obtaining a building, electrical, plumbing or mechanical permits. There are typically eight types of building inspections required for new residential construction. They are rail and trench footing, backfill, garage and basement sand, rough, insulation and final inspections. The electrical, plumbing and mechanical permits typically require a rough and final inspection.

- There may be other types of inspections required based on the type and amount of work being done. If you have any questions, please contact the Community Development Department at 248-364-6900 before continuing with your project.
- Inspections can be obtained by calling the Community Development Department's 24-hour inspections line at 248-364-6949. Any inspections on the inspection line before 7:30 a.m. will be made that day.
- When requesting your inspection, you must have the following information (without all of this information your inspection may not be scheduled):
 - Date you want the inspection to occur
 - Type of inspection
 - Address of the job
 - The permit number
 - Name and phone number
- All inspections are done Monday through Friday.
- After an inspection has been completed, a sticker will be left on the premises indicating if the inspection was approved or disapproved.
- If you have any questions regarding an inspection please call the Community Development Department at 248-364-6900.

Certificate of Occupancy

No building or portion of a building may be occupied until a Certificate of Occupancy has been issued and obtained. A Certificate of Occupancy will be issued when construction is completed with all applicable codes, and all inspections have been approved. A Certificate of Occupancy can be obtained the next business day after the last inspection has been approved. If you have any questions, please contact the Community Development Department at 248-364-6900.



Who needs a license to sell food?

A food establishment license is required in almost all instances where food is commercially handled or served to the general public. Even the giving of food to the general public is included. The Michigan Food Law of 2000 requires the licensing of any person or firm that processes, packs, cans, preserves, freezes, fabricates, stores, prepares, serves, sells, or offers food for sale. [Some businesses are exempt](#): for those selling low-risk items, such as prepackaged foods, exemptions may apply.

Contact the [Michigan Department of Agriculture & Rural Development](#) if you primarily sell, store, or manufacture food. Examples of such establishments include:

- Retail grocery store, convenience store, party store
- Bakery, fish market, butcher shop, candy store, produce market
- Food warehouse, distribution center, transfer station, public cold storage facility
- Dairy processing / manufacturing
 - bottled milk
 - cheese
 - butter
 - yogurt
- Large or small food processing plant including:
 - Ice, water, juice or soft drink plant
 - Winery, brewery, or distillery
 - Egg grading & packing plant
 - Fruit & vegetable repacking operation, or brining station
 - Flour mill or cereal plant
 - Cider mill, maple syrup or honey house
 - Food salvage or reclamation center
- State or county fair concession

Local Health Department

Contact your Local Health Department if you primarily serve food that can be immediately consumed, or operate a:

- Restaurant, cafeteria, grill, cafe, delicatessen
- Bar, brewpub, tavern, or nightclub
- Rental hall, theater, commissary, catering kitchen
- Donut shop, lunch counter, sandwich shop, soda fountain, coffee shop
- Catering truck
- Temporary food service stand at a festival, event, or flea market
- Vending machine
- Special transitory food unit

Food Establishment Licensing Step-by-Step Guide

1. [Determine which agency licenses the food establishment](#). If the food establishment in question falls directly under Michigan Department of Agriculture & Rural Development (MDARD) jurisdiction, continue with the rest of these steps.
2. Before construction on the food establishment begins (when applicable) make sure to check local zoning ordinances to ensure local regulations allow for such an establishment.
3. Acquaint yourself with the
 - [Michigan Food Law of 2000](#)
 - [Consumer Pricing and Advertising Regulation](#)
 - [Weights and Measures Act](#)

In addition, one or more of the following regulations may be applicable to your specific establishment plan:

- [Manufacturing, Packing or Holding Human Food](#)
 - [Thermally Processed Low-Acid Foods Packaged in Hermetically Sealed Containers](#)
 - [Acidified Foods](#)
 - [Fish and Fishery Products](#)
 - [Processing and Bottling of Bottled Drinking Water](#)
 - [Michigan Smoked Fish Regulation](#)
4. Contact the Michigan Department of Agriculture & Rural Development to set up a free plan review by mail or phone as shown below.
 5. Go to the [Plan Review Resources webpage](#). Fill out a **Plan Review Worksheet** and **Plan Review Application**. Be sure to review the **plan submission instructions** and **manual**.

6. Once plans have been reviewed and approved, and construction is complete, contact MDARD & Rural Development by mail or phone as shown below, to set up a final inspection. At this point you should also fill out the [Food Establishment Licensing Application](#).

For questions or further information mail or phone:

Michigan Department of Agriculture & Rural Development
Food and Dairy Division
PO Box 30017
Lansing, MI 48909
1-800-292-3939

Apply online for a food license:

<https://aca3.accela.com/mdard/>



Oakland County Health Department

All food use permits must also submit an application and plans for review to the Oakland County Health Department. Plans and application must be submitted at the same time as applying for a Building Permit.

Fixed Food Establishment Plan Submission Instructions

Congratulations! You are proposing to build or remodel a food establishment in Michigan. Please submit your plan review package to the local health department (food service) or Michigan Department of Agriculture and Rural Development (MDARD) (retail food). All of the following items must be completed and compiled into a single package or the plan review may be delayed as additional material is requested.

1. Plan review application and any necessary plan review fees.

Mandatory plan review is required for all food service establishments, special transitory food units that are predominately food service and any other establishment inspected by a **Local Health Department (LHD)**. Contact your area LHD for the applicable plan review fee as they vary by jurisdiction. MDARD inspected establishments (retail food) require a \$197 mandatory plan review for retail food establishments with deli and seating, retail grocery with food service and special transitory food units that are predominately retail or wholesale. Most other plan reviews are voluntary and done at no charge. MDARD encourages **all** operators to submit remodeling or construction plans for review.

2. Completed Plan Review Worksheet

Application, worksheet and guidance manual copies are available from any LHD or at: <http://www.michigan.gov/mdard>. Search: Plan Review.

3. Menu

If your facility does not have a formal, set menu (e.g., school with a rotating menu) submit representative sample menus or a list of foods offered for sale or service.

4. Standard Operating Procedures (SOPs)

SOPs appropriate to your operation shall be submitted prior to opening. See the Standard Operating Procedures Manual guidance document that is available from any LHD or at: <http://www.michigan.gov/mdard>. Search: Plan Review.

5. Certified Manager Documentation

Most food establishments will be required to employ at least one (1) full time certified manager employee who is certified under the American National Standards Institute accredited certification program (Food Law 2000, as amended, Section 289.2129). Documentation that verifies they meet the certified manager requirements prior to establishment opening will be required.

6. One complete set of plans. Provide scaled plans (1/4" per foot is a normal, easy to read scale). Show:

- Proposed layout, with equipment identified.
 - Label sinks and prep tables with their intended use.
 - Include construction materials of such items as custom cabinets and any other built-in items.
- Mechanical plan (e.g., cooking ventilation systems: including hood, duct and exhaust fans).
- Plumbing plan (e.g., sinks for handwashing, food preparation and dishwashing, dishmachines, hot and cold water outlets, hot water equipment, water heater, sewer drains, grease traps and floor drains/sinks).
- Lighting plan, indicating which lights are shielded.
- Site Plan, including:
 - Details of outside garbage storage area and containers, as well as exterior storage areas.
 - On-site water well and sewage disposal system data

7. Specifications

- Include manufacturer's specifications for each piece of equipment. Minimum information for each piece of equipment includes the following (note: the manufacturer's specification or "cut" sheet typically provides most of this information):
 - Type
 - Manufacturer
 - Model number
 - Dimensions
 - Performance capacity
 - Indicate how equipment will be installed (e.g., on leg or wheels, fixed or flexible utility connections)
 - Indicate which items are used equipment and what equipment is NSF approved or equivalent.
 - Sanitation Standard Operating Procedures (SSOPs): Include any available cleaning and maintenance instructions for food processing, cutting and grinding equipment.

Food Establishment Plan Review Process

Operational Approval

Make appointment for pre-opening inspection as required by the regulatory agency.

SOP's must be submitted and reviewed prior to opening.

When requested, complete and submit air balance test report, plus the mechanical department's approval of ventilation system.

Applicant applies for license 30 days prior to opening.

Approved plans kept on-site during construction.

Revisions to approved plans must be submitted in writing and approved.

CONSTRUCTION BEGINS*

*Agencies have the authority to issue a stop work order when construction begins before plans are approved.

Plan Approval

Provide additional information, if requested.

Submit plans, equipment specification sheets, SOPs, menu & completed worksheet.

Review conducted by LHD or MDARD and other agencies.

Also, obtain approvals for any on-site water supply or sewage disposal systems.

Obtain plan review application package.

Applicant contacts regulatory agency that will conduct inspections.

This is either the local health department (LHD) or Michigan Department of Agriculture and Rural Development (MDARD).

New Food Establishment/Remodeling/Conversion

Main Point of contact for Oakland County Health Department Plan review:

Health Division: North Oakland Health Center ( [Map](#)) ( [County Complex Map](#))

1200 N Telegraph,

Bldg. 34 East

Pontiac, MI 48341

Phone: 248-858-1280

Fax: 248-858-0178