

TWELVE OAKS Mall

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:

Overall Anticipated Timing: 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.**

Permit Comments: Currently, a tenant can expect the first round of **permit comments in approximately 2-4 weeks** excepting unusual circumstances.

- Tenants should submit for Landlord approval prior to submitting to city. Landlord will provide Tenant with an approval letter that is to be included with permit application.

Preliminary Review: 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 city website.

Reference **Current Codes** on the City Website.

City of Novi Community Development

[Community Development | City of Novi](#)

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 Suppression and Fire Alarm
- 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>

- Zoning and site plan review (tenants with exterior elevations and patios)
The Landlord must provide design approval prior to zoning and site plan submittal.

Forms and applications relating to the Novi Planning Commission:

<https://cityofnovi.org/Reference/Forms-and-Permits.aspx#BuildingForms>

Submittal Process:

Step #1:

- Drawings are submitted to the City per directions on the websites.
- Review typically takes about **6-8weeks**.
 - 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.
 - Letter of approval from Landlord
 - **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:

[City of Novi | BS&A Online \(bsaonline.com\)](#)

- **Contractors will need to create an account to check status of the drawing review, schedule inspections on line, and check the status of inspections**
- **Noe: that the portal is a public site, do not place personal information or lockbox information on the portal.**
- **Construction supervisors and approved drawings must be on site during all inspections.**

Submittal Process for Temporary Stores:

- Temporary stores are required to go through a special inspection process in order to receive a certificate of occupancy.
- Change of Use will require permit.
- Changes of any electrical and plumbing will require permit.