



BUILDING DEPARTMENT  
500 W BIG BEAVER  
TROY MI 48084  
248-524-3344

## **BUILDING PERMIT SUBMITTAL REQUIREMENTS**

### **FOR ALL BUILDINGS OTHER THAN ONE AND TWO FAMILY RESIDENTIAL**

---

All submittals shall be directed to the City of Troy, Building Department, 500 W. Big Beaver Road, Troy, MI 48084-5285.

Applicants for Building Permits are obliged to become familiar with the pertinent sections of the current requirements of Chapter 39 – Zoning Ordinance and Chapter 79 – General Building Regulations of the Troy City Code, which outlines codes currently in effect and modifications to adopted codes.

Applicants shall make necessary submittals to the Planning Department as may be required under provisions of the Zoning Ordinance.

Applicants shall become familiar with the City of Troy Development Standards.

#### **SUBMITTALS**

1 Building Permit Application properly completed and signed. Please provide the name and phone number of a contact person.

5 Copies of Site Engineering Drawings, prepared in accordance with the City of Troy Development Standards for Site Improvement Plans. Submittal shall include Soil Erosion Plans.

4 Copies of Building Plans

2 Copies of Specifications

Minimum \$30.00 Plan Review Fee, (Plan Review Fee is based on .001 of valuation with a minimum fee of \$30.00 due at time of submittal).

Building Plans shall be submitted on sheets that do not exceed 42" x 36".

Drawing shall be prepared, signed and sealed by a Michigan registered architect. A Michigan registered professional engineer's seal shall be stamped on drawings for which the mechanical and electrical trades are for a significant part of the work.

Drawings shall include complete work to be performed by all trades.

**INFORMATION CONTINUED ON BACK OF SHEET**

Architectural drawings shall consist of plans, elevations, sections, structural layout, details and schedules.

Drawings shall be to a suitable scale. Drawings shall be properly dimensioned and shall indicate specific use of all rooms and areas as well as define all construction materials.

Indicate Use Group and Type of Construction under which the building has been designed. Show design numbers relating to rated materials, which are applicable.

Indicate occupancy loads for which the building has been designed.

Compliance with State Barrier Free Design Rules, for parking, access to, into and throughout building is required.

Calculations shall be submitted for each building and the building shall be designed to comply with ANSI/ASHRAE/IESNA Standard 90.1-1999.

Landscaping plans and cost estimates in accordance with the Landscaping Design Standards are to be submitted.

Signs and fences shown on the drawings, submitted to the Building Department, shall not be included in such Building Permit.

Separate permits are required for fences and signs under separate applications and in compliance with Chapter 83 and 85, respectively, of the Troy City Code.

## **Soil Erosion and TCO Procedure:**

The Applicant (Builder) can obtain a Temporary Certificate of Occupancy (TCO) during the winter months by following the listed steps:

- The SESC permit can be submitted to the Engineering Department for a single house, Cluster Developments and Site Condo Developments.
- Once the SESC permit is successfully submitted, the applicant (Builder) can call 248.524.3344 to follow up on the Temporary Certificate of Occupancy (TCO).
- For Cluster Developments and Site Condo Developments a SESC permit application shall be submitted for each building shell. The application should include all the addresses (e.g. units) in the building shell. The Engineering Dept. will issue a "Final Inspection Only" SESC permit for the unit with the highest numbered address. It is understood that no final C.O. will be granted for any of the units in the building shell until the above SESC permit is finalized.
- For Cluster Developments and Site Condo Developments a SESC inspection is not required for a Temporary Certificate of Occupancy (TCO). Once the newly created SESC/TCO permit is issued by the Engineering Department, then a TCO may be granted by the Building Department.
- For Cluster Developments and Site Condo Developments before issuing the last Certificate of Occupancy CO or Temporary Certificate of Occupancy (TCO) for the last Subdivision Building. The applicant must schedule an inspection for the Building Official by calling 248.524.3344. The Building Official will inspect for full site compliance including but not limited to Site characteristics per the approved site plan including plant material and full compliance with the Michigan Building Code 2015, International Fire Code 2015 and the ICC A117.1-2009 Standard.