

# City of Frankenmuth Guide to Commercial Development



## 1: Getting Started



## 2: Pre Application



## 3: Site Plan



## 4: Building Codes

## I. Applying for a Permit

Now that you have gained approval for your project and its layout, your next step is approving your construction plans through the [building codes](#) department. Building permits allow you to legally begin construction on your project. Having a permit proves that your project construction drawings have been cleared and meet all necessary specifications. It also gives you satisfaction that your structure, as approved for construction, is safe and compliant with existing codes. You may apply for a building permit when the site plans for your proposed project are complete and all necessary planning approvals, if required, are granted.

There are several permit types that may be required depending on your project. [Building](#), [electrical](#), [mechanical](#), and [plumbing](#) permits are all available on the city website.

To apply you must turn in an application package to the Construction Codes Group (CCG) in the City's Office, consisting of:

- Completed application, [checklist](#), and related forms
- [Contractor Registration](#) (if applicable)
- [The fees](#) (if applicable)
- Copies of required plans
- Supporting documentation (structural, energy, soils analysis)

You can find more information about building codes and permits on the [city's website](#). Please note, you will be required to pay a fee for these permits. You can calculate the fees at the bottom of the proper application. The entire plan review fee must be paid prior to final review of application documents.

After construction is completed and all building code permit requirements are satisfied, the project can be issued a certificate of occupancy, allowing you to open for business.

## II. The Review Process: What happens next?

After your application is submitted, the CCG will review your plans. Depending on the nature of the project, the review could involve several departments. The Construction Codes staff will determine compliance with building, plumbing, mechanical, electrical, energy conservation, disabled access compliance and storm water control regulations. The Fire Department will check for compliance with fire safety requirements. The Public Works Department will check for compliance with flood control, waste management, drainage, parking and driveway standards and public improvement requirements. The Planning Division will verify compliance with zoning regulations including authorized uses within zoning districts, required parking, and property development standards such as lot coverage, building height, setback, and density requirements.

### III. Obtaining a Permit: How long will it take?

The City reviews applications on a first-come, first-served basis. However, we are committed to processing your plans as quickly and efficiently as possible. **If all of the required elements are submitted with a completed permit application and the appropriate fee, the process will take no more than 65 days.**

If the plans cannot be approved as submitted, we will provide you with a list of necessary corrections from all departments that reviewed your plans. Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit copies of the revised plans. *Submitting thorough and complete plans initially will help avoid numerous revisions.* When revised plans are submitted, they will be distributed to the departments that generated the initial corrections for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check. The City’s goal is to process rechecks within two weeks for most projects.

### IV. Issuing the Permit

Contacts		
Role	Name	Contact Information
Building Codes Authority	Mike Setzer – Building Inspector Merle West – Plumbing/Mechanical Travis Cooper – Electrical Inspector	(989) 652-3430 x 250 (989) 652-3430 x 252 (989) 652-3430 x 251 General: buildingcode@frankenmuthcity.com
Planning & Zoning	Emily Kraushar	(989) 652-3430 x 105 ekraushar@frankenmuthcity.com
Public Works	Kenton Scherzer	(989) 652-3430 x 207 kscherzer@frankenmuthcity.com
Water Resource Recovering Facility	Mark Schluckebier	(989) 652-3445 mschluckebier@frankenmuthcity.com
Water Department	Ken O’Brien	(989) 652-3443 kobrien@frankenmuthcity.com
Clerk	Kamryn Hoadley	(989) 652-3430 x111

		kheadley@frankenmuthcity.com
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After the City determines that the plans satisfy all code requirements, you will be notified of the approval and asked to pay all remaining fees. Upon payment, we will issue a building permit. You can then begin construction. Once the permit is issued, the project must commence within 6 months of that date. Work on the project may not be abandoned for more than 6 months at a time.