

## Little Traverse Bay Bands of Odawa Indians Construction Permits Procedure

### 1. PURPOSE

#### A. Statement of Purpose:

The purpose of this document is to establish the application process for Building, Mechanical, Electrical, and Plumbing permits.

### 2. DEFINITIONS

- A. Planning Building and Zoning Department-** Hereafter referred to as “The Planning Department” is the Executive department tasked with the implementation of the LTBB construction permitting process per WOS 2009-007
- B. Building Code-** The Tribe has adopted by reference the Michigan Building Code (2015 edition) and Michigan Residential Code (2015) in its entirety with the exception of the Michigan Energy Code. In place of the Michigan Energy Code, the Tribe has adopted The International Energy Code (2021 Edition).
- C. Construction Code Review-** A construction drawing review performed by a licensed professional contracted by the Tribe. Reviews are required for building, boiler, electrical, elevator, mechanical, and plumbing plans. Boiler and Elevator plans are reviewed by the State of Michigan for code compliance per a Memorandum of Agreement between the State and the Tribe.
- D. Project Initiation form-** A form used by the department for all construction projects. The form outlines the scope of the project and helps determine what will be required to move the project forward.
- E. Construction Permit-** An approval issued by the Planning Department that provides applicants with the legal authority to complete construction work.
- F. Construction project-** The act, or art, or business of moving, demolishing, installing, or building a structure, facility, or system according to a plan or by a definite process. Construction consists of the application of any of these techniques to physical facilities (structures, utilities, excavations, site improvements, engineered drainage systems, roads) and the addition or deletion of such facilities.
- G. Maintenance Project-** Can be submitted through a P.O. (no architect or engineer or complex bidding process required): the ongoing upkeep of buildings, equipment, roads (activities specifically defined as maintenance by BIA), and utilities required to keep a Facility in a condition adequate to support the Government’s public service functions. It consists of

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preservation and preventative activities, but not improvement of buildings. It is routine in nature normally, but may also be to bring equipment or a structure back to its fully functional state

- H. Permit Applicant-** Licensed contractor performing work, or Homeowner, if they occupy or will occupy the home and are taking on the responsibility of becoming the General Contractor. In the case of a Mechanical, Electrical or Plumbing permit, the homeowner must actually be performing the work to pull the permit per the Tribe's adopted building code.
- I. Building Permit-** A permit pertaining to work not covered by a subtrade permit.
- J. Subtrade Permits-** Permits required for work relating to plumbing, mechanical, or electrical
- K. Electrical Permit-**A permit required for any electrical work done on a building or structure, including installations of conductors that connect the supply of electricity and installations of other outside conductors on the premises.
- L. Mechanical Permit-**A permit required for any mechanical work done outside of the replacement of minor parts. Permits are not required for portable equipment (heating, ventilation, cooling units, evaporative cooler, gas burners with less than 30,000 Btu/hr., self-contained refrigeration equipment, window type air conditioners of not more than 1.5 hp, and oil burners not requiring connection to flue.
- M. Building Official-** an inspector that is licensed through the State of MI and contracted through Little Traverse Bay Band of Odawa Indians to reviews plans and visits construction sites to ensure all building codes and regulations are being met. The building official will also ensure that all other required inspections have been approved prior to a certificate of occupancy being issued.
- N. Plumbing Permit-** A permit required for work done involving the installation, maintenance, extension, and alteration of all piping, fixtures, plumbing appliances, and plumbing appurtenances in connection with sanitary drainage or storm drainage facilities; venting systems and public or private water supply systems, within or adjacent to any building or structure. A plumbing permit is not required for repairs which involve only the working parts of a faucet or valve or clearance of stoppages where alterations of the pipe or fixtures are not required.

- O. Plumbing, Mechanical, or Electrical inspector (MEP inspector)-** Inspectors licensed by the State of Michigan and contracted through Little Traverse Bay Bands of Odawa Indians to perform inspections on specific trade work.
- P. Other Permits not issued by the Planning Department-** Little Traverse Bay Bands of Odawa Indians, through a Memorandum of Agreement with the State of Michigan, permit Elevator and Boiler work through the State of Michigan. The State of Michigan performs all code reviews and inspections on these items.
- Q. Special Inspections-**Inspections defined by the Tribe’s Building Code as “the inspection of construction requiring expertise of an approved special inspector in order to ensure compliance with the code and the approved construction documents”. Special inspections are required for building components identified in the building code when the design of these is required to be performed by a professional engineer or architect. Inspections required include but are not limited to:
- Concrete
  - Masonry
  - Structural steel
  - High load wood diaphragms
  - Soils
  - Deep foundation systems
  - Sprayed fire-resistant materials
  - Fire rated door installations
  - Mastic and intumescent fire-resistant coatings
  - Exterior insulation and finish systems
  - Smoke control systems
  - Any special cases as determined by the code review

The code further mandates the design professional to provide a statement of special inspections or to be notated in the general notes on the construction drawings.

### 3. Policy

- A.** Relevant Construction Permits shall be required for the following:
- i.** New construction, additions, decks, siding, re-shingling, and any remodeling project per the Tribe’s adopted building code.
  - ii.** Any project that builds walls or alters the existing structure of a building

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- iii. Maintenance activities such as painting, wall-papering, tiling, carpeting, cabinets and countertops (or similar finish work) do not require a building permit.

### **B. Inspections and Code Review**

- i. All Construction projects requiring a building permit shall go through code review and be required to have inspections completed at the proper intervals per the Tribe's adopted building code.
- ii. It is the responsibility of the contractor completing the work to call for inspections at proper times.
- iii. Inspections shall be required for all electrical, mechanical, and plumbing work done if modifications or upgrades to existing systems are required, or when new systems are added. For plumbing, the cleaning of drains, the repair or replacement of faucets and toilets will not require a permit or inspections.

## **4. Construction Permit Procedure**

- A. For all capital projects, new construction, or major remodel projects, a Project Initiation Form shall be filled out by Owner or Project Coordinator and returned to the Planning Department as soon as a project scope is defined. The scope of the project outlined will determine what permits and processes are required to move forward with the project.
- B. Permit Applicants shall submit to the Planning Department the "Permit Application" with any attachments to the permit, such as construction drawings (if required to go through code review). Project initiation form/preconstruction meetings will have already determined what attachments, if any, may be required for permit issuance by the Planning Department and will be communicated to the applicant.
- C. For any ground altering activity, the applicant will be required to provide proof of coordination with the Environmental Services Department for any required environmental related permits. An environmental clearance form will be provided to the applicant to have filled out which will document any required steps or permits required, and how Environmental Services will monitor such, or in the absence of applicable requirements, a sign off.
- D. The Building Official/Licensed Code Reviewer will review the application and its attachments to ensure the proposed construction adheres to the Building Code of the Little Traverse Bay Bands of Odawa Indians.
- E. Upon review of the application and its attachments, the applicant shall be informed as to any deficiencies in the application or that the permit will be

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issued. If any deficiencies are found in the application, they must be addressed, to the satisfaction of the reviewer, prior to the issuance of a permit.

- F.** The permit must be posted on the project site and must be plainly visible.
- G.** Intermediate inspections of job progress are required by code and must be signed off on by the building official or subtrade inspector.
- H.** Approved plans must be retained on the job and permit kept posted until final inspection has been made. Where a certificate of occupancy is required, such building shall not be occupied until final inspection has been made and a Certificate of Occupancy (or Temporary Certificate of Occupancy) is issued.
- I.** Where applicable, separate permits and inspections are required for electrical, plumbing, and mechanical installations as well as all special inspections required by code. Special inspections are the responsibility of the General Contractor and proof of inspection must be provided to the Planning Department
- J.** Per code, the permit will become null and void if construction work is not started within six months of the date the permit is issued. In the event that a permit is voided, a new application will be required to be filled out.
- K.** If it is found that work is being done outside of what is permitted, or the work is different than what the approved set of plans dictates, a stop work order will be issued until such a time that revised drawings are received and approved. Any work done in violation of an issued permit shall result in a citation per WOS 2022-007