

To: Board

From: Steve Aynes, Township Manager

RE: Building Department Expenses/Revenues and Alternatives for Funding

Date: October 17, 2019

Below is a comparison of the current revenues and expenditures from the Building Department Fund, and what the estimated revenues and expenditures would be if we were to outsource our Building Department functions to Washtenaw County Building Department.

<u>Current Building Department</u>	<u>County Building Department</u>
Current Budgeted Revenues	Proposed Revenues Received by Northfield Twp
\$ 83,000	\$ 0.00
Current Budgeted Expenditures	Proposed Expenditures by Northfield Twp to County
\$ 134, 115	\$ 0.00 (No fee from the county)
	Savings to the Township
	\$ 60,000 (Estimated cost for Inspections – see attached spreadsheet)
	Balance of Remaining Expenditures (current budgeted expenditures – estimated savings) \$ 74,115
Balance Supported by General Fund	Balance To Be Supported by General Fund
\$ 51,115	\$ 74,115

For both options, the General Fund could continue to pay for the difference. Currently, an alternative to using General Funds to cover the entire balance would be to increase the rates in the fee schedule. For

example, if the current rates generate \$83,000, each 10% increase in rates would generate \$8,300. To cover the entire \$51,115 would require an increase in rates of about 60%.

If we were to outsource to the County Building Department, there would be no Building Department revenues received. The option of raising rates is not available in this case. We would either have to subsidize the full \$74,115 by using the General Fund, or cut staff and services from the Township.

I would recommend that we continue serving our community by maintaining the current in-house Building Department. I further recommend that the fee schedule be evaluated and adjusted as needed to cover expenditures from the Building Department. Additionally, we should re-evaluate time spent by employees on Building Department functions to see if moneys being distributed to the different departments/employees for salaries is accurate. Another area to be evaluated is how we can increase the efficiency and decrease turn-around time in the building department.

Building, Planning, and Zoning Comparison of Alternatives for Providing Services to Northfield Township Citizens and Contractors

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Building Department					
Current Operations					
Building Official	Contract with Pittsfield Township for Building Official Services from Kurt Weiland	\$ 25,000 Budget	<ul style="list-style-type: none"> •Experienced in Northfield and Pittsfield Township. •Licenses and Professional Affiliations included. •Lives in Northfield Township. •Part Time. •Paid only for time worked. •Cost to Township increases or decreases based on amount of construction activity. Not paying for set costs even when construction is not substantial such as during a recession. 	<ul style="list-style-type: none"> •Citizen Complaints about process and time involved in securing permits. • Does not hold regular office hours 	<ul style="list-style-type: none"> •Services may not be available if workload increases substantially in Full Time Position with Pittsfield Township.
Building Department Employees	Building/Planning and Zoning Coordinator and portions of other employees time for Building Department	\$ 69,943 Budgeted	<ul style="list-style-type: none"> •Experienced in Northfield Township and prior training, education, experience. •Regular office hours provide accessibility to public. •Backup support by other employees. •Positive comments received from contractors and citizens. 	<ul style="list-style-type: none"> •Citizen Complaints about process and time involved in securing permits. •Expense greater than revenue so would need to be supported by General Fund money. 	<ul style="list-style-type: none"> •Employees may seek other positions or retire. Would need time to train new employees which would affect quality of service.
Inspectors	Part Time Independent Contractors for Building Inspections and Trade Inspections	\$ 25,000 Budgeted	<ul style="list-style-type: none"> •Experienced in Northfield Township and prior training, education, experience. •Paid per inspection - Not paying for set costs when construction is not substantial, such as during a recession 	<ul style="list-style-type: none"> •Scheduling issues may cause complaints • Do not hold Office Hours 	<ul style="list-style-type: none"> •Turnover may result in difficulty securing inspectors
Engineers	Contracted As Needed	\$ 3,000 Budgeted	<ul style="list-style-type: none"> •Experience. •Not paying for set costs even when construction is not substantial such as during a recession •No concern with Turn-over – Contracted agency would provide additional engineers if one leaves their employment 	<ul style="list-style-type: none"> • Length of time to review and respond. 	<ul style="list-style-type: none"> • May be assigned a less experienced member of the firm.

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Option 1 - Contracting Services					
Contract with Washtenaw County Building Department	Would provide all building department services	No direct costs.	<ul style="list-style-type: none"> •No liability for Building Inspection services. •Eliminates contracting outlined under current operations above. •Employee(s) could be reassigned to other duties. This may cut expenses through downsizing and/or reducing functions currently provided by outside contractors. •Reduce workload and number of visitors to the reception area. •County provides building department services to 5 Townships (Augusta, Lodi, Saline, Scio, and Webster) and one City (Dexter) in County. Other Townships in area provide this service through their counties. 	<ul style="list-style-type: none"> •Eliminates from FY 2019/20 Budget \$ 83,000 of proposed revenues, but only approximately \$ 60,000 of proposed expenditures. •Inconvenience to citizens. •Face to face involvement will be reduced. •May make access to information for other Township operations more difficult. •Some property owners may decide to not secure permits for construction due to inconvenience. •No Township Building inspectors to notify Assessor or Zoning Administrator for construction without permit. 	<ul style="list-style-type: none"> •Difficulty enforcing Ordinances •Reduced interaction with Zoning Administrator, Code Enforcement Officer, and other consultants and staff •Possible increase to processing time and/or turn-around time for permits
Contract with McKenna or another outside provider	Would provide inspection services. Would continue current employee support for other building department functions	\$50,000 budgeted for inspections (At \$ 75/hr. this would be about 650 hrs.)	<ul style="list-style-type: none"> •Continue with office hours for current employee, but could add office hours for contractor staff at the quoted rate. •Hours used would fluctuate depending on construction activity. •Adjust expenses to changes such as a recession •Contractor provides personnel on a continuing bases regardless of changes in their staffing. Therefore, contractor responsible to not have interruptions in service. 	<ul style="list-style-type: none"> •Unless all building permit fees were adjusted, General Fund would still be supporting the building inspection and Building Official services. •Support from employee and support employees would still continue as currently budgeted. 	<ul style="list-style-type: none"> •Possible poor performance of contractor resulting in eventual termination of contract. This might result in interruption in service.
Option 2 - Direct Hire					
Building Official	Would provide Building Official services, but would still use part time inspectors	Estimated \$ 80-100,000 salary and benefits	<ul style="list-style-type: none"> •Scheduled Office Hours for the Building Official and present staff. •Convenience for public and staff to talk to Building Official 	<ul style="list-style-type: none"> •Increased expense. •May be difficult to recruit and keep a qualified employee. •Would require time for new employee to become acquainted with Northfield Township and current Building Department activity. •Limited Office Space 	<ul style="list-style-type: none"> • Hiring and retention may be difficult. Current Job Market has lots of openings and a limited number applicants.

	Services Provided	Cost to Twp.	Pros	Cons	Risk
Planning/Zoning Services					
Current Operations					
McKenna and current employees.	Provides Planning Consultant and Zoning Administrator Services	Budget is \$ 162,414 which also includes code enforcement	<ul style="list-style-type: none"> • Scheduled hours for employees. • Could increase Zoning Administrator Office hours at a rate of \$ 60/hr. from 4 hours per week to 8 hours. The 4 hour increase would cost \$ 12,480 per year based on 52 weeks. • Continuity of convenient service to citizens provided by consultant and township employees 	<ul style="list-style-type: none"> • Complaints received regarding time needed by consultant and staff to process zoning requests and the cost. • Revenue is only budgeted at \$ 12,500 while expenses are budgeted at \$ 162,414. The difference is provided by the General Fund 	<ul style="list-style-type: none"> • Consultant performance. • Retention of Employees
Option 1 - RFP for other Contractors					
Other Consultants	Provides Planning Consultant and Zoning Administrator Services	Unknown	<ul style="list-style-type: none"> • May improve service and reduced cost 	<ul style="list-style-type: none"> • May be reduced service and more cost 	<ul style="list-style-type: none"> • Consultant performance. • Retention of Employees • Cost may go up
Option 2 - Direct Hire					
Hire Planner/Zoning Administrator	Provides Planning Consultant and Zoning Administrator Services in house	Estimated cost to hire new employee would be in the \$ 80-100,000 range	<ul style="list-style-type: none"> • Increased office hours. • Improved accessibility by citizens and staff 	<ul style="list-style-type: none"> • Lead time to learn about Northfield Township. • Performance would be uncertain. 	<ul style="list-style-type: none"> • Recruitment and retention might be difficult.

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY AS OF 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED	
						AMT	PCT
ESTIMATED REVENUES							
Dept 000							
287-000-478	SOIL FILL PERMITS	1,400	0	500	0	0	#DIV/0!
287-000-481	SIGN PERMITS	100	0	0	0	0	#DIV/0!
287-000-484	BUILDING PLAN REVIEW FEES	4,188	5,500	4,445	5,500	0	0
287-000-485	BUILDING PERMIT FEES	38,811	35,000	41,909	35,000	0	0
287-000-486	CONTRACTOR'S REGISTRATION	2,540	2,500	2,175	2,500	0	0
287-000-488	TRADE PERMIT FEES	42,083	40,000	33,030	40,000	0	0
287-000-626	COPY & FOIA INCOME	5	0	38	0	0	#DIV/0!
287-000-671	REIMBURSEMENT/OTHER INCOME	0	0	0	0	0	#DIV/0!
Totals for dept 000-		89,127	83,000	82,096	83,000	0	0
TOTAL ESTIMATED REVENUES		89,127	83,000	82,096	83,000	0	0
APPROPRIATIONS							
Dept 226-PERSONNEL							
287-226-703	BUILDING SALARIES	0	26,401	19,308.66	27,457	1,056	4.00%
	60% OF Building/Planning/Zoning Coordinator Salary Plus 4% Raise						
287-226-715	SOCIAL SECURITY	626	2,020	1,206.78	2,100	80	3.98%
287-226-716	HOSPITALIZATION	0	16,404	1,451.08	17,552	1,148	7.00%
	7% Increase over prior year						
287-226-717	LIFE/DISB. INSURANCE	0	574	58.62	617	43	7.50%
	7.5% Increase over prior year						
287-226-718	BUILDING PENSION	0	3,572	1,624.32	2,746	(826)	-23.13%

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						AMT	PCT
287-226-731	WORKERS COMP INSURANCE	570	480	-	480	0	0
287-226-927	ALLOCATE TO DEPARTMENTS	56,772	17,819	-	18,991	1,172	6.58%
	30% of Front Desk Wages and 10% of Township Manager Wages and Benefits						
Totals for dept 226-PERSONNEL		57,969	67,270	23,649.46	69,943	2,673	3.97%
Dept 261-GOVERNMENT SHARED SERVICES							
287-261-725	BUILDING INSPECTIONS	16,562	25,000	13,400	25,000	0	0
287-261-737	PLAN REVIEW	3,019	3,000	4,072	3,000	0	0
287-261-738	MISC BUILDING ADMINISTRATION	635	500	75	500	0	0
Totals for dept 261-GOVERNMENT SHARED SERVICES		20,216	28,500	17,547	28,500	0	0
Dept 270-LEGAL/PROFESSIONAL							
287-270-722	CONTROLLER	2,403	2,519	0	2,672	153	6.07%
	(5% of Total Cost)						
287-270-802	AUDIT FEES	900	900	900	900	0	0
	(5% of Total Cost)						
287-270-806	ENGINEER	1,510	0	0	0	0	#DIV/0!
287-270-823	ZONING ADMINISTRATION	0	1,000	0	1,000	0	0
Totals for dept 270-LEGAL/PROFESSIONAL		4,813	4,419	900	4,572	153	3.46%
Dept 301-OPERATING COSTS							
287-301-725	ELECTRIC, PLUMB & MECH INSPECTIONS	28,575	25,000	21,150	25,000	0	0
287-301-727	SUPPLIES	420	500	0	500	0	0
287-301-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 287: BUILDING DEPARTMENT FUND

2019-2020 FISCAL YEAR

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						AMT	PCT
287-301-850	COMMUNICATION	487	500	402	500	0	0
287-301-910	INSURANCE & BONDS	0	900	0	900	0	0
287-301-927	ALLOCATE TO DEPARTMENTS	4,195	4,200	0	4,200	0	0
Totals for dept 301-OPERATING COSTS		33,677	31,100	21,552	31,100	0	0
Dept 412 - PLANNING/ZONING DEPT							
287-412-823	ZONING ADMINISTRATION	150	0	0	0	0	#DIV/0!
Totals for dept 301-OPERATING COSTS		150	0	0	0	0	#DIV/0!
TOTAL APPROPRIATIONS		116,825	131,289	63,648	134,115	2,826	2.15%
NET OF REVENUES/APPROPRIATIONS - FUND 2		(27,698)	(48,289)	18,448	(51,115)	(2,826)	5.85%
BEGINNING FUND BALANCE		171,326	143,628	143,628	95,339		
ENDING FUND BALANCE		143,628	95,339	162,076	44,224		
				Fund Balance 73%	Fund Balance 33%		

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
ESTIMATED REVENUES							
Dept 412-PLANNING/ZONING DEPT							
101-412-477	ZONING COMPLIANCE PERMITS	12,450	9,500	6,800	9,500	0	0
	Projection based on prior year budgets.						
101-412-607	ZONING ADMINISTRATIVE FEES	0	0	0	0	0	#DIV/0!
101-412-608	VARIANCES/APPEALS	4,235	2,000	2,975	2,000	0	0
	Projection based on prior year budgets.						
101-412-609	REZONING/CONDITIONAL USE PMTS	0	0	750	0	0	#DIV/0!
101-412-612	TAX ABATEMENT FEES	0	0	0	0	0	#DIV/0!
101-412-614	PLANNING FEES	1,875	0	0	0	0	#DIV/0!
	These Funds are now being applied to escrow accounts for specific projects.						
101-412-629	ZONING COPIES	0	0	83	0	0	#DIV/0!
101-412-637	SPLIT APPLICATIONS	405	1,000	(650)	1,000	0	0
	Projection based on prior year budgets.						
101-412-671	REIMBURSEMENT/OTHER INCOME	680	1,500	0	0	(1,500)	-100.00%
	Concept Meetings now covered by the Township.						
Totals for dept 412-PLANNING/ZONING DEPT		19,645	14,000	9,958	12,500	(1,500)	-10.71%
APPROPRIATIONS							
Dept 412-PLANNING/ZONING DEPT							
101-412-701	ZONING SALARIES	0	17,601	10,896	18,301	700	3.98%
	40% of Bldg/Planning/Zoning Coordinator Salary Plus 4% Raise						
101-412-707	ZBA SALARIES	15,625	6,000	3,744	6,000	0	0
101-412-715	SOCIAL SECURITY	1,407	3,396	2,863	4,445	1,048	30.87%
101-412-716	HOSPITALIZATION	0	7,132	8,090	7,631	499	7.00%
101-412-717	LIFE/DISB INSURANCE	0	267	381	287	20	7.65%

BUDGET REPORT FOR NORTHFIELD TOWNSHIP

Fund 101: GENERAL FUND

2019-2020 FISCAL YEAR

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY 3/31/19	2019-20 REQUESTED BUDGET	INC/(DEC) FROM 2018-19 AMENDED AMT	PCT
101-412-718	ZONING PENSION	0	1,760	1,083	1,830	70	4.00%
101-412-723	RECORD SEC	6,260	9,620	6,160	7,020	(2,600)	-27.03%
	(Recording Sec - \$195/Mtg x 36 Mtgs)						
101-412-726	PLANN COMM	9,700	16,800	9,200	16,800	0	0
	Seven members of planning commission paid \$100 per mtg; 24 mtgs per year						
101-412-727	SUPPLIES	0	0	0	0	0	#DIV/0!
101-412-741	UNIFORMS/GEAR & ALLOWANCE	0	2,000	0	0	(2,000)	-100.00%
101-412-800	OTHER PROFESSIONAL FEES	0	1,000	0	1,000	0	0
101-412-801	PLANNER FEES	41,538	47,250	54,002	47,250	0	0
101-412-809	CODE ENFORCEMENT	200	20,800	13,800	33,800	13,000	62.50%
	(C.E. Officer \$25/Hr x 25 Hrs/Wk x 52 Weeks) Plus 4% Increase						
101-412-818	CONTRACTUAL SERVICES	0	0	0	0	0	#DIV/0!
101-412-823	ZONING ADMINISTRATION	16,025	12,000	18,140	12,000	0	0
	(8 Hrs. Every Weeks @ \$60/Hr. 52 weeks)						
101-412-851	POSTAGE	267	250	374	250	0	0
101-412-860	FUEL & MILEAGE	810	750	760	1,000	250	33.33%
	Increase for Code Enforcement full year mileage						
101-412-900	PRINTING & PUBLICATIONS	2,952	2,500	1,929	2,500	0	0
	Mlive Ads						
101-412-910	INSURANCE & BONDS	1,000	0	0	0		
101-412-927	ALLOCATE TO DEPARTMENTS	27,054	0	0	0	0	#DIV/0!
101-412-956	MISCELLANEOUS	0	500	0	500	0	0
101-412-957	TRAINING & DEVELOPMENT	0	1,800	490	1,800	0	0
Totals for dept 412-PLANNING/ZONING DEPT		122,837	151,426	131,912	162,414	10,988	7.26%

Interactive Voice Response (IVR)

(734) 222-3720

The IVR Phone System is available
24 hours/day to:

- Schedule Inspections
- Cancel Inspections
- Retrieve Inspection Results

Use a touch-tone phone and call the IVR
phone number. You will need the Permit
Number to use the IVR system. The Voice
Permits system will prompt you through the
steps during your call. At the end of the call
you will be issued a confirmation number.

More detailed instructions on using the IVR
system are available at the Building
Inspection office and on the website at
<http://buildinginspection.washtenaw.org>.

Washtenaw County Building Inspection

Western County Service Center

705 N. Zeeb Rd.
Ann Arbor, MI 48107-8645

Phone: (734) 222-3900

IVR: (734) 222-3720

Fax: (734) 222-3930

Hours of operation:
8:30 a.m. - 5:00 p.m.
Monday - Friday

<http://buildinginspection.washtenaw.org>



July 2012



Washtenaw County Building Inspection Services



Building Inspection Services



Staff

Use of full-time and on-call inspection staff to accommodate inspection and plan review volume.

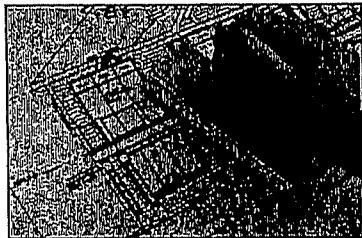
Timing

Building and Trade (plumbing, mechanical and electrical) inspections within 24-48 hours.

2-hour time frame the morning of scheduled inspections upon request.

Plan Review

Both Commercial and Residential Plan Review performed.



Online Services

Online permits available for all trades (plumbing, mechanical and electrical).

Online permits available for Building (roofing, siding, and windows only).

Inspection results available online for viewing within 24 hours of inspection completion.

Ability to view online all permit and inspection documentation related to any specific property.

Collaboration

Collaboration with Local Units of Government relative to Zoning Approval, Soil Erosion, Environmental Health and WC Road Commission prior to building permit issuance.

Set Back Inspections to comply with jurisdictional zoning ordinance (if agreed upon with Local Unit).

Damage Assessment

Washtenaw County Building Inspection is the official Damage Assessment Team for the Washtenaw County Emergency Operations Center and is activated during emergency situations such as the recent tornado event in Dexter.



Building Inspector/Official Don Schnettler working with fireman Tim Andrews following the March 15, 2012 Dexter tornado. Photo courtesy Kimberly P. Mitchell/DFP.

Enforcement

Construction Code Board of Appeals.

Code Enforcement as it relates to Public Act 230.



WASHTENAW COUNTY BUILDING INSPECTION
705 N ZEEB RD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Phone (734) 222-3900 Fax (734) 222-3930
24 hour inspection requests (734) 222-3720

FEE SCHEDULE EFFECTIVE DATE: JANUARY 1, 2010

BUILDING PERMITS:

Estimated Cost of Construction

Fee

Residential:

\$1,000 to \$10,000.....	\$ 110.00 minimum permit fee (Up to a maximum of two (2) inspections) Includes residential roofing, siding, and work requiring one inspection only.
Over \$10,000.....	\$ 110.00 plus \$6.00 per thousand or fraction thereof over \$10,000 \$10,000-\$20,000 (Up to a maximum of (3) Inspections) Over \$20,000 (Up to a maximum of nine (9) inspections; one of each inspection required based on plan reviewer's determination)
Commercial:	\$ 110.00 plus \$7.00 per thousand or fraction thereof over \$1,000 (Unlimited inspections)

ADDITIONAL INSPECTION FEE:

Inspections requested or required that exceed the maximum
limit for a specific permit

\$50.00

PLAN REVIEW FEES:

Projects under \$20,000 cost of construction	\$ 35.00
All commercial and all residential projects over \$20,000 cost of construction	\$ 75.00 per hour of actual plan review time spent w/one hour minimum
Separate plan review such as; Fire Suppression and Fire Alarms	\$ 75.00 per hour of actual plan review time spent w/one hour minimum

BUILDING PERMIT APPLICATION FEE:

\$ 30.00

BUILDING PERMIT GIS FEE:

\$ 5.00

SET BACK INSPECTION FEE:

Required for Augusta Township and Lodi Township ONLY

\$50.00

at this time. Inspection for compliance with minimum set backs according to the local township zoning ordinance

CERTIFICATE OF OCCUPANCY FEES:

Permanent C of O.....\$100.00 per unit
to be paid at the time of building permit issuance
Temporary C of O.....\$200.00 per unit per (30) day increment

A new Temporary C of O Fee will be charged for each (30) day increment beyond temporary certificate expiration

PLAN REVISIONS:

Will be charged a \$50.00 application fee along with charges based on fees listed above for increased cost of construction amount and applicable plan review time spent

PERMIT REACTIVATION:

If a permit has expired, which means there has been no inspection activity for a period of 180 days, a fee of \$50.00 will be required to reactivate the permit. If there are multiple permits for a project, each expired permit will require reactivation.

If there has been no activity on a permit for a period of 180 days from the date of issuance, the permit will expire and the permit holder will be required to begin the process over. **Fees paid on permits prior to expiration are not refundable.**



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
Inspection Line (734) 222-3720 – (IVR) automated system – 24 hours a day
http://www.ewashtenaw.org/government/departments/building_inspection/

March 13, 2018

Marlene Chockley, Northfield Township Supervisor
8350 Main Street
P.O. Box 576
Whitmore Lake, MI 48189

Good Morning Marlene,

Thank you so much for contacting me to discuss the possibility of Washtenaw County Building Inspection providing building inspection services to Northfield Township.

The normal hierarchy for a Building Inspection department begins at the local level. If there is no department at the local level it goes to the county level and if the county does not have a Building Inspection Department it goes to the state level by default.

Washtenaw County currently provides Building Inspection services to Augusta Township, City of Dexter, Saline Township, Scio Township, Lodi Township, Webster Township and electrical inspections for the City of Saline. I would encourage you to contact any or all of them to gauge the service we provide and their satisfaction with those services.

There are a couple of items we do not provide:

- We do not provide zoning reviews/approvals
- We do not *prepare* designs and/or blueprints.

Let me tell you what we can do for your township:

- We provide code enforcement as it relates to the Building Code but NOT for local ordinances, such as blight, etc. We cooperate and assist zoning officers with respect to unsafe conditions such as hoarding, fire, dilapidated structures, etc.
- Research of problems and complaints from contractors and the general public regarding commercial and residential buildings, building construction and code compliance. We Respond to and resolve complex and sensitive building issues.

With the municipalities that we currently serve, Zoning and site plan approvals are done at the local level (either in house or contracted out). Customers are required to submit to our office a copy of the approved zoning compliance, (2) sets of approved site plans, along with (2) sets of structural drawings stamped and approved by the local zoning office. Permits are not issued without those prior approvals.

- We are always willing to meet customers on-site or at the township offices by appointment, at their convenience. Since office time involves plan review, report writing and data entry using county software and equipment, it is preferable that office time be at the county office.

Washtenaw County currently provides services for Soil Erosion, Environmental Health (on-site sewage and well), food licensing, restaurant Inspections and other programs at our location on Zeeb Rd. We are all located in the same office. I believe this would be an easy transition for your citizens since they already have to come here for the above services.

- (2) Building Inspectors on staff w/Building Official Certification
- (1) Part time Building Inspector
- (2) Electrical Inspectors – (1) full time (1) on-call
- (2) Plumbing Inspectors – (1) three days per week and (1) on-call
- (3) Mechanical Inspectors – (1) three days per week and (2) on-call
- All inspectors on staff are certified in plan review with numerous years of experience.
- Our Inspectors often explain, interpret, and provide information to owners, contractors, developers, engineers and architects and other interested parties regarding building code requirements, construction procedures and offers assistance in making application for permits.
- Work cooperatively with the area Fire Marshall prior to issuing certificate of occupancy to commercial buildings/businesses.
- Public Access to our document management system to look up parcel history.
- Public Access to our permitting system to check permits, inspection results, etc.
- 24/7 Inspection Scheduling through our interactive voice response phone system.
- Customer service Monday through Friday from 8:30 a.m. to 5:00 p.m.
- Inspector office hours every day from 8:00 a.m. to 9:00 a.m.
- Provide (2) hour window for inspection times on the day of a scheduled inspection.
- On line permitting services for electrical, plumbing and mechanical permits along with building permits not requiring plan review (roofing, siding and windows).
- In house plan review services.
- In house Construction Code Board of Appeals. Several other municipalities, including Northfield Township, above and beyond the six jurisdictions where we are the enforcing agency currently use our Board of Appeals when necessary.
- Appear in court to present testimony regarding building code violations on code enforcement cases.

- Set back inspections. (This is optional) A lot of jurisdictions have their zoning officer do set back inspections but we can do them if you would like.
- Change of Occupancy permits and inspections.
- Change of Use permits and inspections.
- Respond to FOIA requests for building department records, research files, provide copies in accordance with the public act.
- We can provide monthly reports with permit totals and whatever information you want to see on the report. We currently send monthly reports to all of the assessors for the municipalities where we are the enforcing agency.

At your request I have attached our current fee structure. Building Permit fees have not been increased since 2010. Trade permit fees (electrical, plumbing and mechanical) have not been increased since 2005. Trade fees are listed on the attached permit applications.

To allow us to provide these services there would be no cost to your city. We assume all liability.

As with any change there would be some logistics that would have to be worked out but I am confident that we can iron those out cooperatively to provide a smooth transition. If you have any more questions or need further clarification on anything I would be happy to address your issues. You can contact me any time by email at schmitt@ewashtenaw.org or by phone at 734-222-3892.

Thank you again for your consideration. I hope we can be of service to you and your township.

Sincerely,

Deb Schmitt, Director
Washtenaw County Building Inspection
705 N Zeeb Road
P.O. Box 8645
Ann Arbor, Michigan 48107-8645

734-222-3892



WASHTENAW COUNTY BUILDING INSPECTION (734) 222-3900
705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107-8645
Fax (734) 222-3930
Inspection Line (734) 222-3720 – (IVR) automated system – 24 hours a day
http://www.ewashtenaw.org/government/departments/building_inspection/

PLEASE READ IF YOU ARE SUBMITTING AN APPLICATION FOR A RESIDENTIAL BUILDING PERMIT

**IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE A COMPLETE
SUBMITTAL WHEN APPLYING FOR A BUILDING PERMIT.**

**BUILDING PERMITS CANNOT BE ISSUED WITHOUT REQUIRED INFORMATION
AND APPLICABLE APPROVALS FROM OUTSIDE AGENCIES.**

1. A Building Permit application with all sections completed.
2. Both sets of plans must have an approval stamp or signature by the applicable township or city zoning official and a copy of the zoning compliance form must be submitted.
3. Approval from the Washtenaw County Health Department is required if parcel has an onsite septic system and there will be an increase in the number of bedrooms or any increase in the footprint including additions and new accessory structures. 734-222-3800.
4. Washtenaw County Soil Erosion and Sedimentation Control permit for earth changes within 500 feet of a surface water's edge and disturbing 225 square feet or more and all earth changes that disturb one (1) or more acres. Earth changes less than 225 square feet in total earth disturbance may be eligible for a waiver. Contact the Soil Erosion Program for additional information 734-222-6860 or www.ewashtenaw.org/soilerosion
5. Approval/Waiver from the Washtenaw County Road Commission if a new driveway will be installed.
6. Contractor's license (both company and individual if under business name) or homeowner affidavit
7. Two sets of construction plans showing:
 - a) footings
 - b) foundation
 - c) floor plans
 - d) elevations
 - e) cross section (include structural elements, insulation, sheathing, weather proofing, and finish materials)
 - f) door and window locations
 - g) structural details
 - h) lumber sizes, spans and spacings
 - i) all information required per the MI Energy Code: *insulation material and R-values, fenestration U-factors, mechanical system type and efficiency*
 - j) before and after floor plans for remodels/alterations
 - k) site plan showing size and location of proposed and existing structures, distances from lot lines, well and septic system, any adjacent water courses or wetlands.

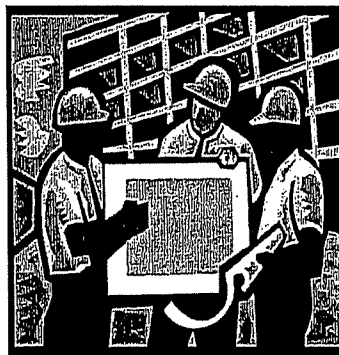
**NO FINAL INSPECTIONS WILL BE
SCHEDULED UNTIL ALL FEES ARE
PAID**

EXPIRATION/CANCELLATION OF A PERMIT:
A permit shall become invalid if the authorized work is not complete within 6 months after issuance. A permit will be closed with a status of not approved if no inspections are requested and conducted within six months after issuance.

WASHTENAW COUNTY
BUILDING INSPECTION
P.O. BOX 8645
705 NORTH ZEEB RD
ANN ARBOR, MI 48107-8645
<http://www.washtenaw.org/buildinginspection>

OFFICE PHONES
734-222-3900 MAIN LINE
734-222-3720 IVR
734-222-3930 FAX

...For additional information, forms, links, directions,
etc., please visit our website
buildinginspection.ewashtenaw.org



***Multiple Transactions—** When scheduling multiple transactions, only (1) confirmation number will be issued for the entire call. Do not respond YES for a confirmation number until you are ready to terminate the entire call. When the system asks "Would you like a confirmation number", and you respond with NO it will then prompt you to enter another permit number.

WASHTENAW COUNTY BUILDING INSPECTION



**INTERACTIVE
VOICE RESPONSE**
*** I * V * R ***

(734) 222-3720

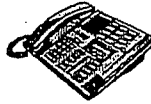
AUTOMATED BUILDING INSPECTION SYSTEM

In an ongoing commitment to improve customer service, Washtenaw County Building Inspection has installed an *Interactive Voice Response* telephone computer system for inspection requests, until midnight, 7 days a week.

WELCOME

THE IVR SYSTEM WILL ALLOW YOU TO USE YOUR TOUCH TONE PHONE TO:

- o Schedule Inspections
- o Cancel Inspections
- o Retrieve Inspection Results



IVR TELEPHONE NUMBER is: (734)

222-3720

There are 7 ports available for incoming calls.

YOU WILL NEED:

- o The Permit Number (including letter prefix)
All permit numbers begin with a (3) letter prefix
(Example: BLD2001-00135)

YOU WILL BE PROMPTED THROUGH THE ENTIRE PROCESS.
PRESS (*) AT ANY TIME FOR MORE INFORMATION.

CHOOSE FROM THE FOLLOWING OPTIONS:

- o Press (1) Schedule An Inspection
- o Press (2) Cancel An Inspection
- o Press (3) Obtain Inspection Results
- o Press (*) Additional Information
- o Press (#) Disconnect And Hang Up

The *Voice Permits™* system will prompt you through the steps during your call. You may perform *multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

PLEASE UNDERSTAND THAT:

If Your Permit Begins With The Letters BLD, Press (1)
If Your Permit Begins With The Letters ELE, Press (2)
If Your Permit Begins With The Letters MEC, Press (3)
If Your Permit Begins With The Letters PLM, Press (4)

*See back page for multiple transactions

Then:

Enter The 9 Digit Numerical Portion Of Your Permit Followed By The (#) Key And Follow The Prompts.

Thank You For Using The IVR System.

INSPECTION TYPE CODES

CODE	INSPECTION	PRIOR INSPECTIONS REQUIRED
BUILDING (STRUCTURAL)		
010	FOOTING/POSTHOLES	
115	FOUNDATION RE-INFORCEMENT	
120	SUBSOIL	
130	BACKFILL	
135	SUBSOIL & BACKFILL	
140	ROUGH BUILDING	240, 350, 420, 440, 450
143	MASONRY-BRICK VENEER INSPECTION	
146	FRRCI-FIRE RATED INSPECTION	
150	INSULATION	
160	SITE BUILDING	
170	MASONRY FIREPLACE	
199	FINAL BUILDING	220, 299, 320, 399, 430, 499

ELECTRICAL

210	TEMPORARY SERVICE
220	PERMANENT SERVICE
225	PERMANENT SERVICE & ROUGH ELECTRIC
230	UNDERGROUND ELECTRIC
235	UNDERGROUND & ROUGH ELECTRIC
240	ROUGH ELECTRIC
245	LOW VOLTAGE ROUGH
250	SITE ELECTRICAL
295	LOW VOLTAGE FINAL
299	FINAL ELECTRIC/PERMANENT SERVICE

PLUMBING

310	UNDERGROUND PLUMBING
315	UNDERGROUND PLBG & ROUGH
320	SEWER INSPECTION (SEWER HOOK-UP)
325	SEWER & ROUGH PLUMBING
330	WATER SERVICE (WATER HOOK-UP)
331	SEWER & WATER SERVICE
345	SHOWER PAN
350	ROUGH PLUMBING
360	SITE PLUMBING
398	FINAL PLUMBING & WTR/SWR
399	FINAL PLUMBING

MECHANICAL

410	L P GAS TEST UNDERGROUND
420	ROUGH PRE-FAB FIREPLACE
430	FINAL PRE-FAB FIREPLACE
440	ROUGH MECHANICAL
450	GAS TEST
460	UNDERGROUND MECHANICAL
470	SITE MECHANICAL
471	GAS TEST & UNDERGROUND
472	GAS TEST & ROUGH MECHANICAL
473	PRE-FAB ROUGH & ROUGH & GAS TEST
474	PRE-FAB ROUGH & GAS TEST
495	PRE-FAB ROUGH & ROUGH MECHANICAL
496	PRE-FAB FINAL/FINAL MECHANICAL
499	FINAL MECHANICAL

RESULT CODES

CAN	INSPECTION CANCELLED
DIS	INSPECTION FAILED-NO FEE ASSESSED
DONE	INSPECTION PASSED
FAIL	INSPECTION FAILED W/FEE
P/A	PARTIAL APPROVAL
RFND	PERMIT REFUNDED
VOID	PERMIT VOIDED

CAUTION CAN, DIS AND P/A RESULT CODES MAY ALSO HAVE ADDITIONAL FEES ASSESSED

ALSO NOTE THAT WE DO HAVE DAILY LIMITS ON INSPECTIONS. IF THOSE LIMITS HAVE BEEN REACHED THE SYSTEM WILL GIVE YOU THE NEXT AVAILABLE DATE.

IMPORTANT: Permit Holders, make sure rough electric, plumbing, mechanical, gas test, and pre-fab fireplace inspections are done before calling for the rough building inspection. If the rough building inspection is called in before the other rough inspections, the rough building inspection will not be approved and a \$50.00 re-inspection fee will be assessed.

Also: Make sure final electric/permanent service, plumbing, mechanical, final pre-fab fireplace, and sewer inspections are done before calling for the final building inspection.

