

Bloomfield  
Township  
Building  
Division  
2018  
Annual  
Report



***Patricia Voelker, Director  
Planning, Building, & Ordinance***

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Annual Report is derived from data collected January 2, 2018 until December 31, 2018.

# Mission Statement

## Our Mission Statement:

As Representatives of the Bloomfield Township Planning, Building and Ordinance Department, we pledge to provide our services in a fair and consistent approach with the highest level of professionalism. We are dedicated to upholding the Township adopted plans, codes, ordinances and standards that maintain the quality of life and safety for current and future generations.



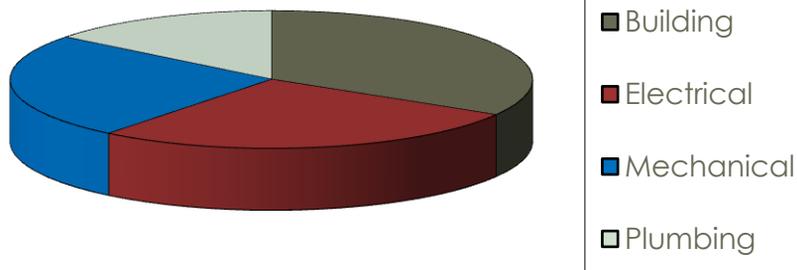
# Building Division Personnel

Name and Title	Years of Service
Patricia Voelker, Director	16
George Kilpatrick, Building Official	12
Kathy Davis, Administrative Assistant	22
Kristi Thompson, Planning & Building Clerk	15
Danielle Brent, Building Clerk	5
Christian Fox, Project Coordinator, Building Inspector & Plan Reviewer	7
William Myers, Building & Mechanical Inspector	5
Rick Firlik, Electrical Inspector	9
Todd Haneckow, Plumbing Inspector	29
Thomas Benson, Mechanical Inspector	13
Bob Thibeault Building Inspector	7

# Inspection Totals

- Building inspections are performed by state certified employees to assure compliance with code requirements and with the approved plans submitted for building permits. The inspectors provide public safety by enforcing municipal and state codes relating to construction, alteration, and installation of electrical, mechanical and plumbing equipment and systems.

Inspection Type	Total Amount	Weekly Average
Building	4,649	89
Electrical	3,751	72
Mechanical	3,446	66
Plumbing	1,998	38



Get involved! Stay informed! Click on the links to get started.

Effective Codes & Staff Qualifications

Township Zoning Ordinance

Applications, Fees & Complete Packets

# Effective Codes

- Building
  - 2015 Michigan Building Code
  - 2015 Michigan Rehabilitation Code
  - 2015 Michigan Residential Code
- Electrical
  - 2015 Michigan Electrical Code
  - 2014 National Electrical Code
  - \*Including 2014 MI Part 8 Rules
- Mechanical
  - 2015 Michigan Mechanical Code
- Plumbing
  - 2015 Michigan Plumbing Code

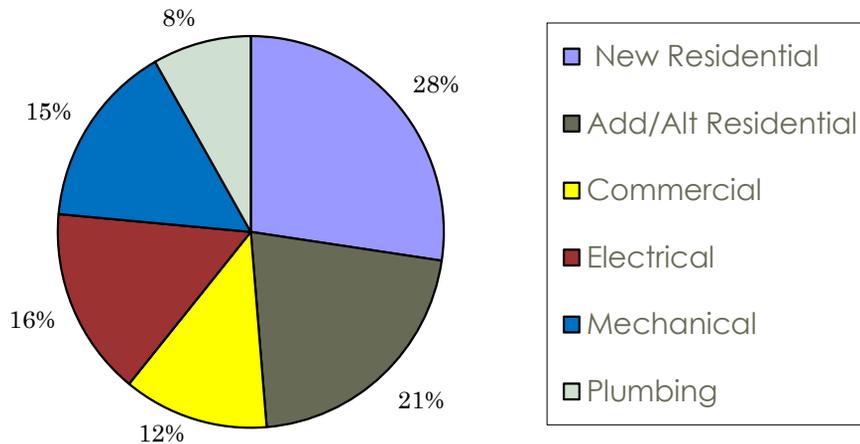
# Permit Services

Permit services involves all permit activities from when an application is submitted until a permit is issued. The functions include screening applications/plans, and routing plans to building, mechanical, plumbing, electrical, fire and engineering staff for review. Permit services also assess and collect fees for all permits and change of occupancy applications.

- Received 1,430 building applications
- Received 79 tree applications
- Received 35 fire suppression applications
- Received 38 fire alarm applications
- Received 30 change of occupancy applications

Certificate of Occupancy Type	Total Amount	Monthly Average
Temporary Certificate of Occupancy	45	4
Change of Occupancy (Full Certificate)	26	2
Full Certificate of Occupancy	161	13

# Permit Fees



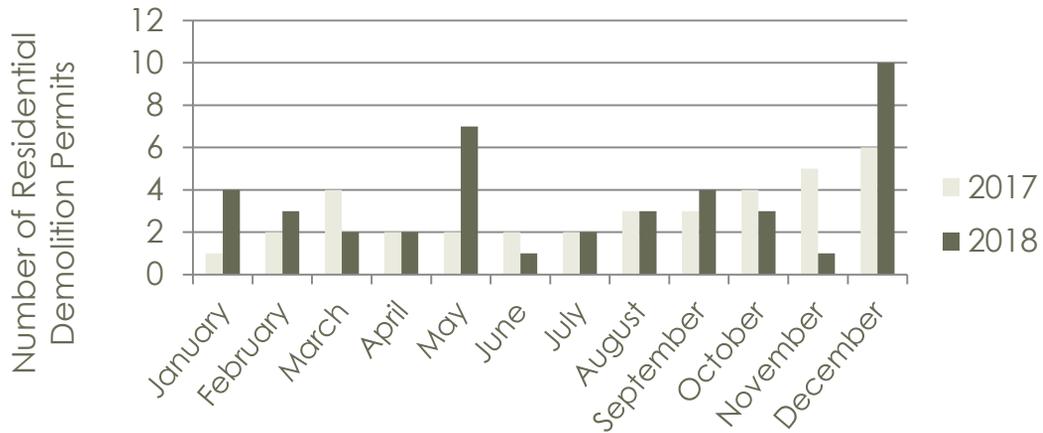
\* All other categories are 1% or below

Permit Types	Total Fees Collected
Residential New Construction	\$446,993
Residential Addition/Alteration	\$348,835
Demolition (includes all types)	\$13,685
Deck	\$13,225
Swimming Pool	\$12,398
Pool Fencing & Signs	\$11,160
Accessory & Ordinance	\$25,804
Commercial (not including demolition)	\$198,881
Tree (includes all types)	\$11,600
Electrical	\$254,900
Mechanical	\$249,900
Plumbing	\$135,015
<b>TOTAL</b>	<b>\$1,722,396</b>

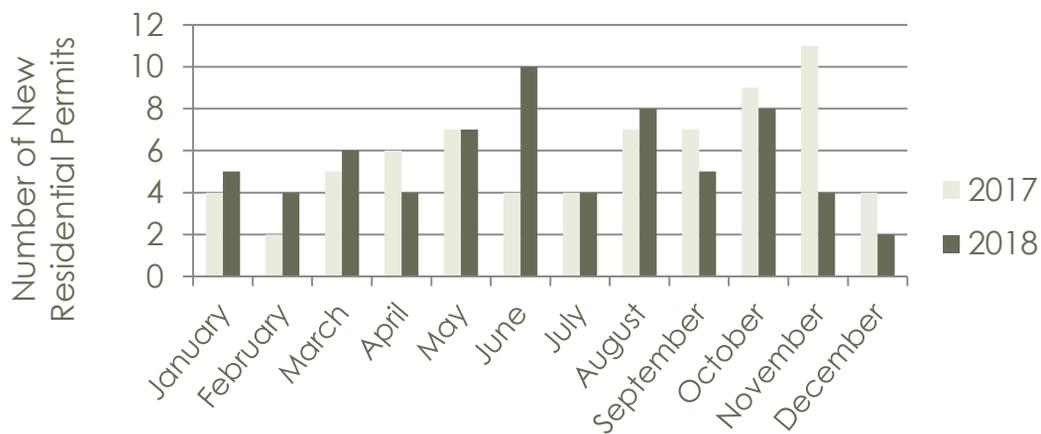
# Building Permits

## Comparison Charts

- In 2018, the Building Division issued 42 complete residential **demolition** building permits, with a monthly average of 4.



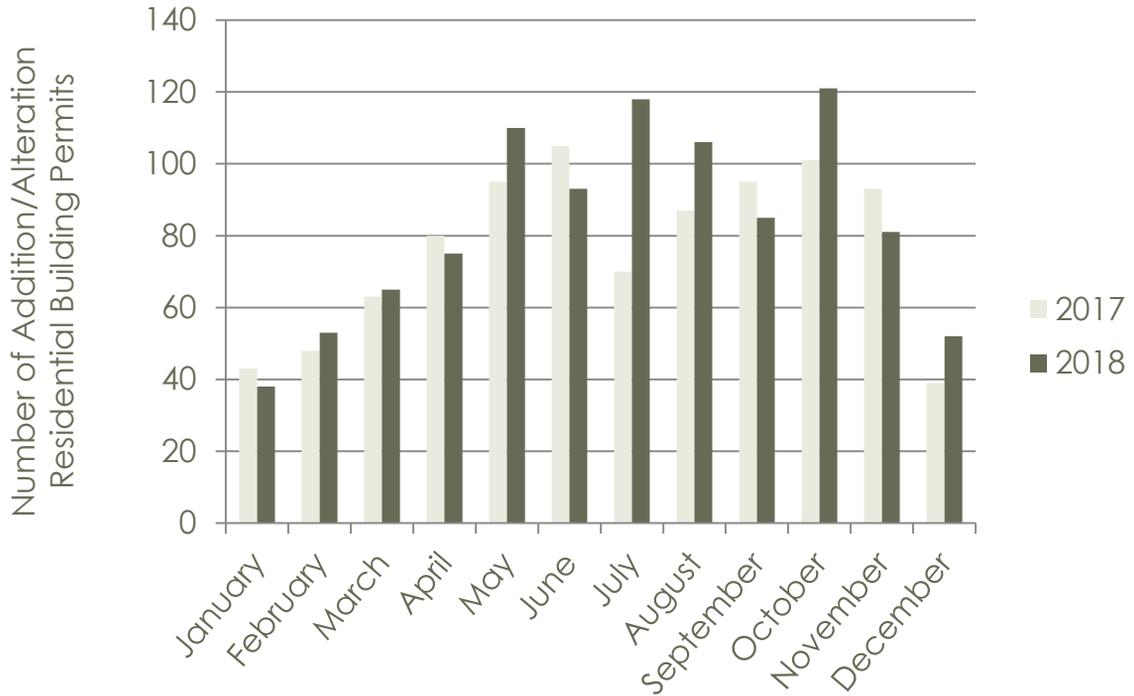
- In 2018, the Building Division issued 67 new residential building permits, with a monthly average of 6.



# Building Permits

## Comparison Charts

- In 2018, the Building Division issued 997 **addition/alteration** Residential building permits, with a monthly average of 83.

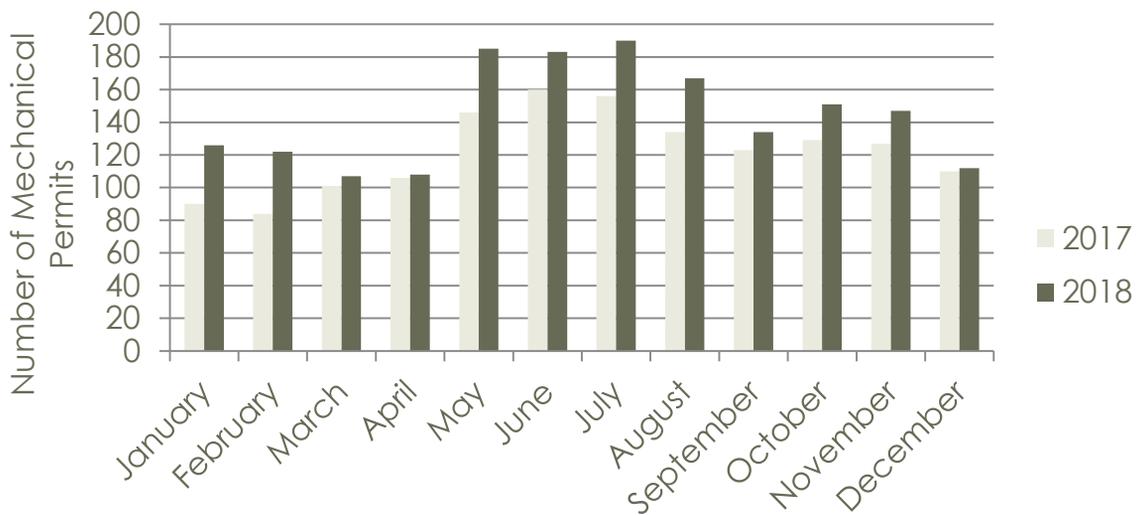


# Subcontractor Permits

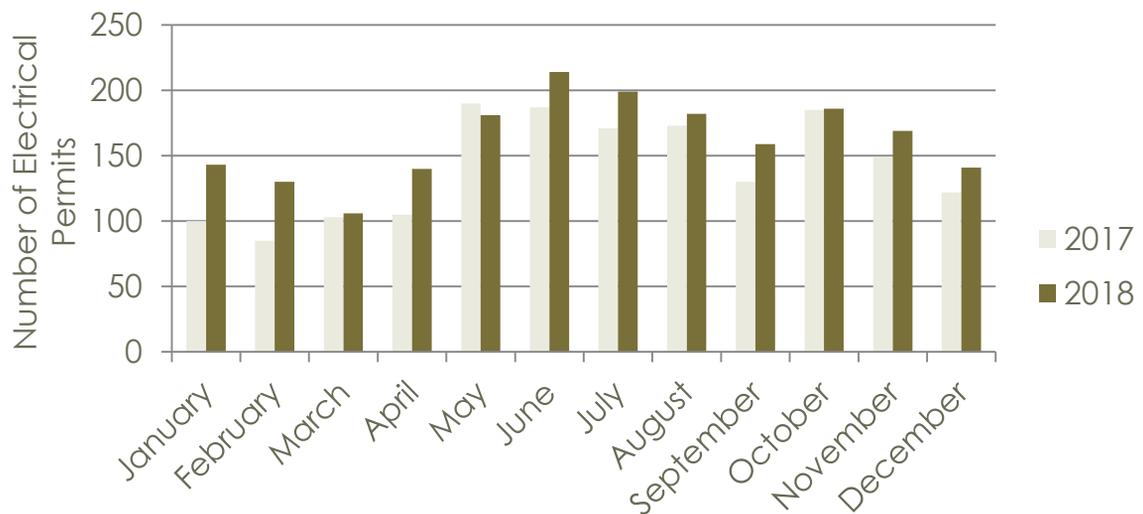
## Comparison Charts

Subcontractors are individuals, or in many cases a business, that sign a contract to perform part or all of the obligations of another's contract. A subcontractor is generally hired by the general or building contractor. These contractors include Plumbing, Mechanical and Electrical trades.

- In 2018, the Building Division issued 1,732 mechanical permits, with a monthly average of 144.



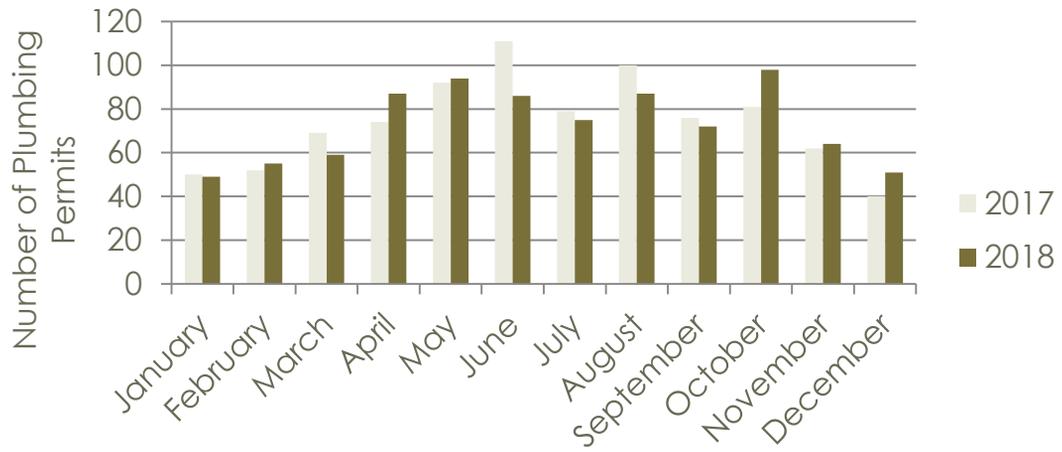
- In 2018, the Building Division issued 1,950 electrical permits, with a monthly average of 163.



# Subcontractor Permits

## Comparison Charts

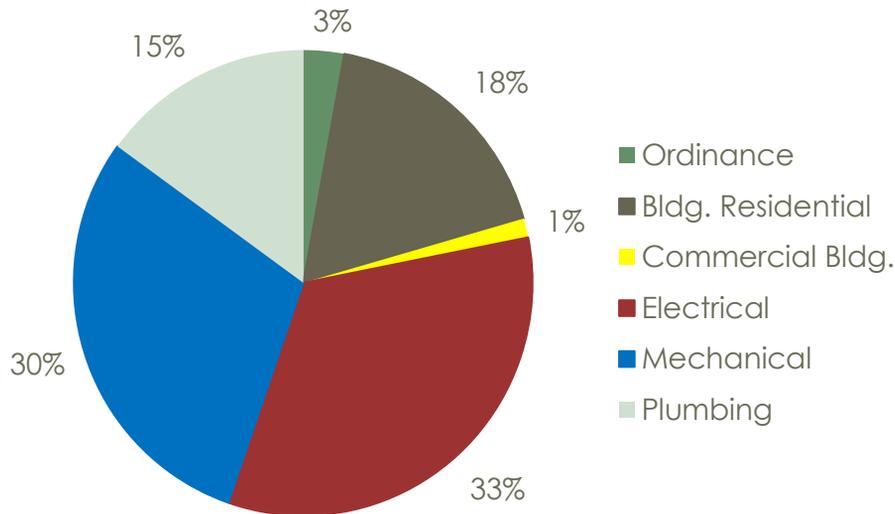
- In 2018, the Building Division issued 877 plumbing permits, with a monthly average of 73.



(above picture: residential plumbing)

# Permit Totals

## Comparison



All other categories are 1% or below

Permit Types	2016	2017	2018
Tree (includes all types)	76	73	70
Ordinance	161	146	167
Residential Building*	941	983	1,032
Commercial*	87	68	77
Demolition (includes all types)	53	52	63
Electrical	1,579	1,700	1,950
Mechanical	1,480	1,466	1,732
Plumbing	877	886	877
<b>TOTAL</b>	<b>5,254</b>	<b>5,374</b>	<b>5,968</b>

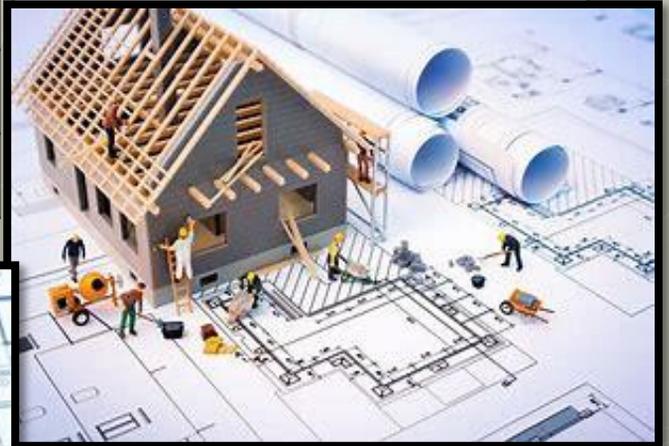
\* not including demolition

# Plan Reviewers

## Comparison Charts

Commercial Plan Review	2017	2018
Building	227	177
Engineering Consultant	90	66
Electrical	112	151
Mechanical	62	78
Plumbing	54	66
Fire	230	224
Planning	222	196
<b>TOTAL</b>	<b>997</b>	<b>958</b>

The Building Plan Reviewers provide technically proficient plan review of proposed construction plans and documents to verify conformance with structural and non-structural code requirements. These projects can include new buildings, alterations, additions, and repairs to existing buildings. The building plan reviewers conduct reviews in a timely, consistent, transparent, professional and courteous manner for each application. When necessary, pre-construction meetings are conducted for code interpretations and to resolve major code issues on larger projects prior to issuance of the permit.

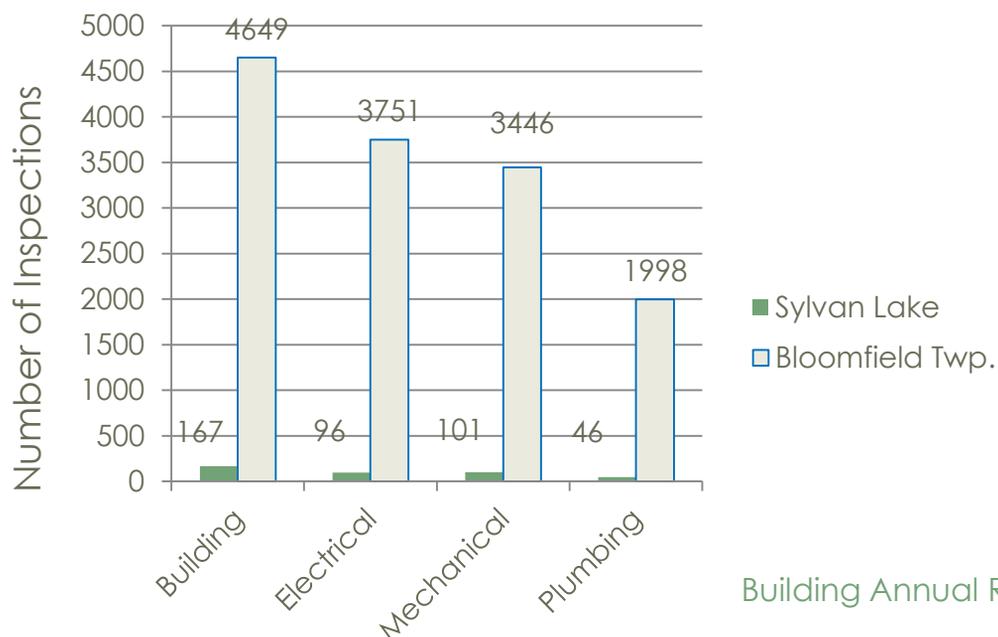


# Sylvan Lake Inspections

## Comparison Charts

- Beginning in the Fall of 2011, Bloomfield Township entered into an agreement with the City of Sylvan Lake to perform inspections, plan review and permitting services for the adjoining community. The City of Sylvan Lake consists primarily of residential homes with a limited amount of commercial properties.

Inspection Type	Sylvan Lake	Bloomfield Twp.
Building	167	4,649
Electrical	96	3,751
Mechanical	101	3,446
Plumbing	46	1,998
<b>Total for 2018</b>	<b>410</b>	<b>13,844</b>



# Sylvan Lake Permits

## Comparison Charts

Permits Issued	2017	2018
Building	45	60
Electrical	44	45
Mechanical	41	48
Plumbing	27	22
<b>Total</b>	<b>157</b>	<b>175</b>

## Fees Collected and Staff Hours

The average number of staff hours per permit for Building is **2.5 hrs.** and for subcontractors (Electrical, Mechanical and Plumbing) is **1 hr.**

Permits Issued	Fees Collected	Est. Total Staff Hours
Building	\$34,400	150
Electrical	\$7,115	45
Mechanical	\$6,650	48
Plumbing	\$3,675	22
<b>Total</b>	<b>\$51,840</b>	<b>265</b>

# Accomplishments

## Open House

For the eighth year, the Building Division along with the Planning and Ordinance Divisions participated in the 2018 Annual Fall Township Open House.



# Accomplishments

## Minor Home Repair Program

- Bloomfield Township Senior Services facilitates the Minor Home Repair program with funding from Community Development Block Grant (CDBG) funds. The Building Division supports the Bloomfield Township Senior Services in their administration of this program.
- In 2018, eight (8) Bloomfield Township homeowners were approved for assistance in their home repairs. Some of the repairs included:
  - Repair/replace ceiling, light fixture, carpet, cabinet doors, garage floor, porch, clean ducts, sidewalk, chimney and electrical repairs.
  - Replacement of roof, faucet, air conditioner, ceiling fan, toilets, siding, garage floor, glass, garage door openers, sump pump, humidifier, & furnace
  - Seal driveway, power wash, sewer cleanout, gutter guards & install grab bars.



# Accomplishments

## Building Industry Association Meeting

- The Building Industry Association (BIA) of Southeastern Michigan has sponsored builder and community task force meetings at the Township for approximately 21 years. In 2018, the Building Division hosted task force meetings on April 12<sup>th</sup> and October 11<sup>th</sup>. The meetings provide an opportunity for builders to meet with the inspectors and staff in a friendly and informative forum. The discussion included pertinent topics such as the following:
- The discussions included pertinent topics such as; builders responsibility to maintain the site during the construction process such as erosion control, muddy streets, debris on site; utility companies are running approximately 10 days for demolition notifications and new homes longer, at approximately 2 weeks in the spring; consumers energy is running approximately 6 weeks for demolition notifications in the fall; temporary Certificate of Occupancies will be issued as necessary; construction reports were noted that permits are up in numbers with commercial taking the lead over residential; and a new Code cycle to go into effect in 2021.



# Accomplishments

## Safety Committee

- Lead Ordinance Officer Brenda Schlutow, Building Official George Kilpatrick and Development Coordinator Planner Andrea Bibby leads the Department's Safety Committee. The purpose of the committee is to raise employee awareness of potential dangers or hazards in the workplace. Training seminars as well as hands-on training and online exercises are scheduled to ensure that staff is provided with proper instruction when faced with an emergency.



Driver distraction is a factor in more than 70% of accidents.  
That's more than 4,300 crashes every day.  
What's more, 28% of all crashes in the U.S. each year are caused by drivers talking on cell phones and texting.\*

## Don't be a statistic.

- Be familiar with your vehicle's controls.
- Adjust mirrors, seat and radio
- before you drive off.
- NEVER use electronic devices
- — except in an emergency.
- Don't engage in distracting conversations.
- Always wear your seatbelt.
- Don't pick up or reach for a dropped or loose object.
- Avoid distractions that impair your ability to operate a vehicle safely, such as eating, drinking and smoking.

Bottom line — pay attention to the road ahead, stay focused and expect the unexpected.  
**Get on the Road to Safety with Accident Fund.**

For more information, visit us at [AccidentFund.com](http://AccidentFund.com).

AccidentFund.com  
1-866-206-5851



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Founded in 1912, AF Group (Lansing, Mich.) and its subsidiaries are a premier provider of innovative insurance solutions. Rated "A-" (Excellent) by A.M. Best, AF Group is a nationally recognized holding company conducting business through its brands: Accident Fund, United Heartland, CompWest and Third Coast Underwriters.

# Accomplishments

## Online inspections

- The website allows homeowners and contractors to search for permit records, review completed inspections, and permit holders can schedule and cancel inspections. The Building Division can create a new account for permit holders at the time of permit application or license registration. Alternatively, permits holders can create an account and link to Bloomfield Township records at [www.accessmygov.com](http://www.accessmygov.com) with a unique PIN number the Township can provide.



Enter the PIN provided to you by the municipality:

PIN:

**Schedule an Inspection**  
Submit an inspection request for a permit online.

Select a Permit

Select Inspection  
Type and Date

Contact Information

**Step 1: Select a Permit**

Enter a Permit Number, including any dashes or spaces.

☆ Permit Number:  ex. PB14-0013

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN
PBC15-0007	Building Commercial	27861 CARLTON WAY DR

**Schedule an Inspection**  
Submit an inspection request for a permit online.

Select a Permit  
Permit PBR13-0014  
1234 Main Street

Select Inspection  
Type and Date  
Final: 9/25/2013

Contact Information

Add Attachments

**Step 3: Contact Information**

Enter your contact information to be included with the request.

☆ Name:  BSA Contractor

☆ Phone:  (999) 123-4567

Notes:

**Select Parties to Notify**

Select one or more email addresses to include in notifications regarding inspection request updates.

Name	Email Address	
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>
John Smith	jsmith@abc.com	<input type="checkbox"/>
Chris Jones	cjones@abc.com	<input checked="" type="checkbox"/>

### Success!

Inspection request was submitted successfully. You will be contacted at the following email address(es) when the status of your inspection request is modified:

Your email address will appear here

#### Inspection Request Details

Below is a summary of the inspection request you submitted

Record #: PM15-0236

Record Type: Mechanical

Address: 846 EDMONTON RUN

Inspection Type: Final

Requested Date/Time: 3/24/2015

# 2019 Goals

## Enable highest standards of customer service:

- Continue to provide good customer service by assisting walk-in customers and answering phone inquiries that request technical and code information.
- Establish effective communications at the counter, on the phones, and with our website to assist residents and business professionals.

## Resource Management:

- Actively promote the public's use of the AccessMyGov.com website which allows access to permit and inspection history for Bloomfield Township properties.
- By continuing to refine and streamline internal procedures, we strive to consistently improve on methods to expedite our permit process while utilizing the Building staff more efficiently.

## Website Updates:

- Provide information for the Township's website to highlight ordinances, safety measures, or current projects.

## 2019 Annual Fall Township Open House:

- Through community outreach, we can make the residents more aware of the important role the Building Division plays in the scheme of public safety as it relates to both commercial and residential structures.

**Get involved! Stay informed! Click on the links to get started.**

**Effective Codes  
& Staff  
Qualifications**

**Online  
Inspections  
AccessMyGov.com**