



# **BUILDING DIVISION**

---

# **2022 ANNUAL REPORT**

PATRICIA VOELKER  
DIRECTOR OF  
PLANNING,  
BUILDING, &  
ORDINANCE

# TABLE OF CONTENTS

Mission Statement	Page 3
Personnel	Page 4
Building Division Effective Codes	Page 5
Inspection Totals	Page 6
Permit Services	Page 7
Permit Fees	Page 8
Issued Permits Comparison	Page 9-13
Commercial Plan Review Comparisons	Page 14
Sylvan Lake Comparisons	Page 15-16
Accomplishments of 2022	Page 17-18
Goals for 2023	Page 19

\*The Building Division Annual Report is derived from data collected January 3, 2022 until December 29, 2022.

# BUILDING DIVISION 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, and ordinances to ensure a safe, sustainable and enjoyable community for present and future residents.”

# BUILDING DIVISION PERSONNEL

Name and Title	Years of Service
Patricia Voelker, Director	20
George Kilpatrick, Building Official (retired)	16
Olivia Romano, Building Administrative Assistant	7 months
Sharon VanHorne, Building Technical Assistant	1
Dianne Massa, Building Clerk	4 months
Christian Fox, Building Official	11
William Myers, Building & Mechanical Inspector	9
Ross Chapman, Electrical Inspector	2
Steven Fink, Plumbing Inspector	3
Thomas Benson, Mechanical Inspector	17
Bob Thibeault Project Coordinator, Building Inspector & Plan Reviewer	11
Dean Lugashi, Building Inspector	7 months

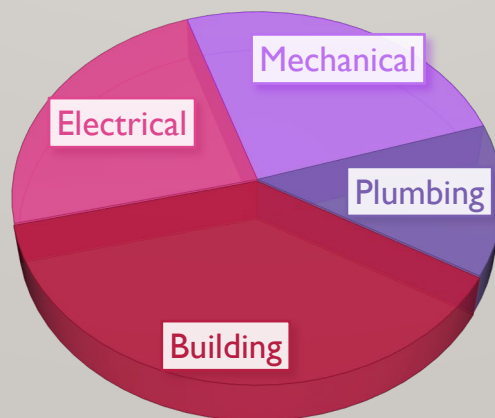
# EFFECTIVE CODES

- The State of Michigan Building Codes continue to be under local authority, and are enforced in a fair and equitable manor. Bloomfield Township Building Division provides “inhouse” operations. This means that inspections and permit services are not contacted out to private companies. Having a localized operation provides sooner inspection requests, expedient permit reviews, increased availability of staff for questions and information.
  
- **Building**
  - 2015 Michigan Building Code
  - 2015 Michigan Rehabilitation Code
  - 2015 Michigan Residential Code
  
- **Electrical**
  - 2015 Michigan Electrical Code
  - 2017 National Electrical Code
  - \*Including 2017 MI Part 8 Rules
  
- **Mechanical**
  - 2015 Michigan Mechanical Code
  -
  
- **Plumbing**
  - 2015 Michigan Plumbing Code

# INSPECTION TOTALS

- Building inspections are performed by state-certified inspectors to assure compliance with code requirements. During inspections, inspectors provide public safety by enforcing municipal and state codes relating to construction, alteration, and installation of electrical, mechanical and plumbing equipment and systems. Below are the total number of inspections for commercial and residential properties.

Inspection Type	Total Amount	Weekly Average
Building	8,134	156
Electrical	5,082	98
Mechanical	5,416	104
Plumbing	2,830	54

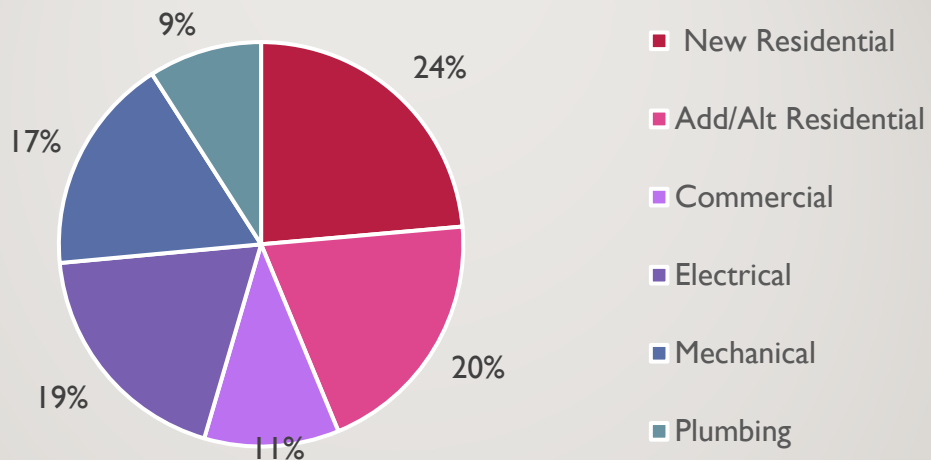


# PERMIT SERVICES

- Permit services involves all permit activities from the time 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 collect fees for all permits and occupancy applications.
- 2022 Permit Applications Entered:
  - Building - 1,524
  - Ordinance - 81
  - Tree Preservation - 61
  - Fire Suppression - 28
  - Fire Alarm - 30
  - Natural Feature Setback - 8
  - Soil Fill/Removal - 4

Certificate of Occupancy by Type	Total Amount	Monthly Average
Temporary Certificate of Occupancy	52	4
Change of Occupancy (Full Certificate)	12	1
Full Certificate of Occupancy	145	12

# PERMIT FEES COLLECTED BY TYPE



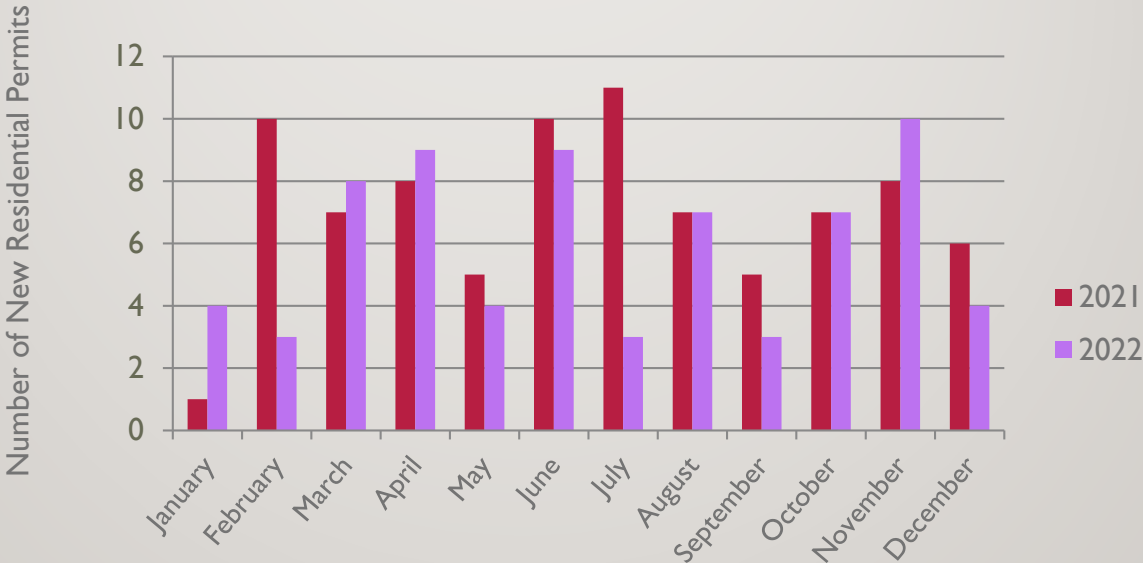
\* All other categories are 1% or below

Permit Types	Total Fees Collected
Residential New Construction	\$592,375
Residential Addition/Alteration & Replacements	\$506,014
Demolition (includes all types)	\$18,575
Deck	\$18,600
Swimming Pool	\$16,325
Pool Fencing & Signs	\$14,113
Accessory & Ordinance	\$24,704
Commercial (not including demolition)	\$270,577
Tree (includes all types)	\$12,560
Electrical	\$476,628
Mechanical	\$436,802
Plumbing	\$227,651
<b>TOTAL</b>	<b>\$2,614,924</b>



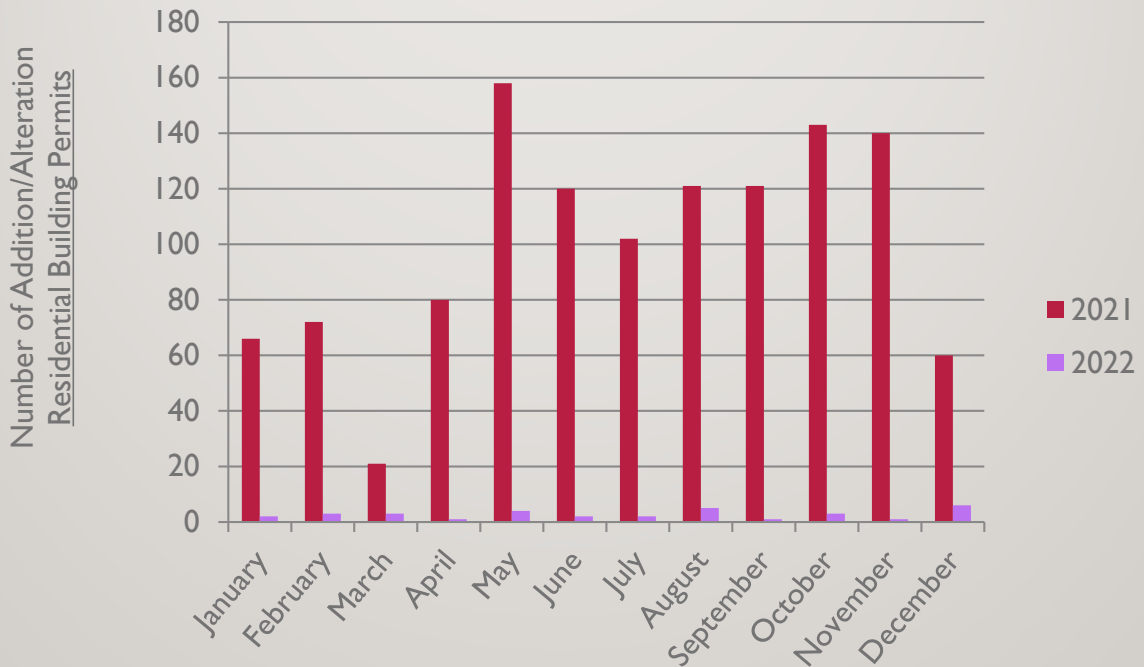
# BUILDING PERMITS: RESIDENTIAL NEW CONSTRUCTION

In 2022, the Building Division issued **71** new residential building permits

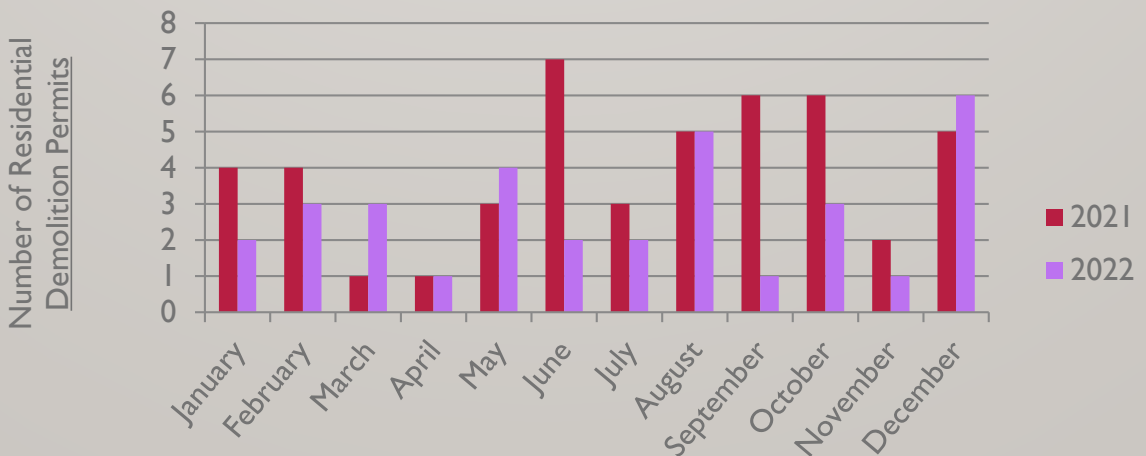


# BUILDING PERMITS: COMPARISON CHARTS

- In 2022, the Building Division issued **419** Addition/Alteration Residential building permits



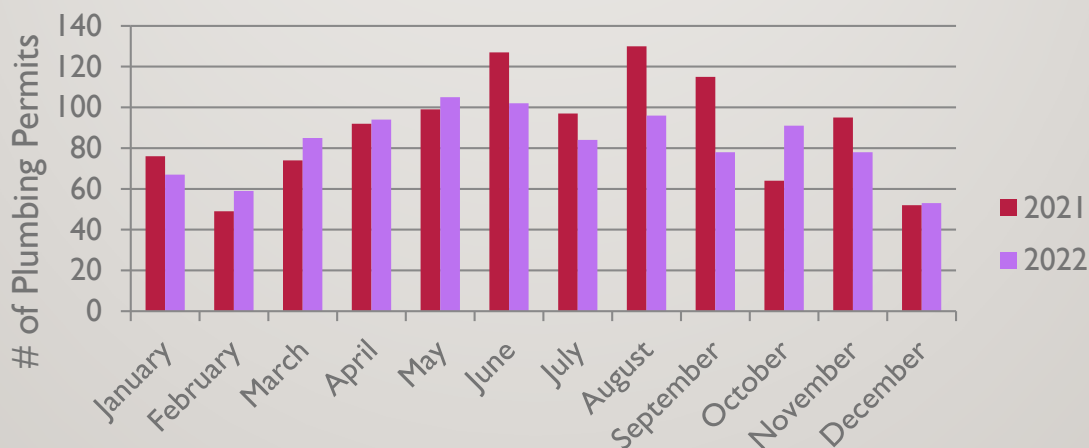
In 2022, the Building Division issued **33** complete Residential Demolition building permits.



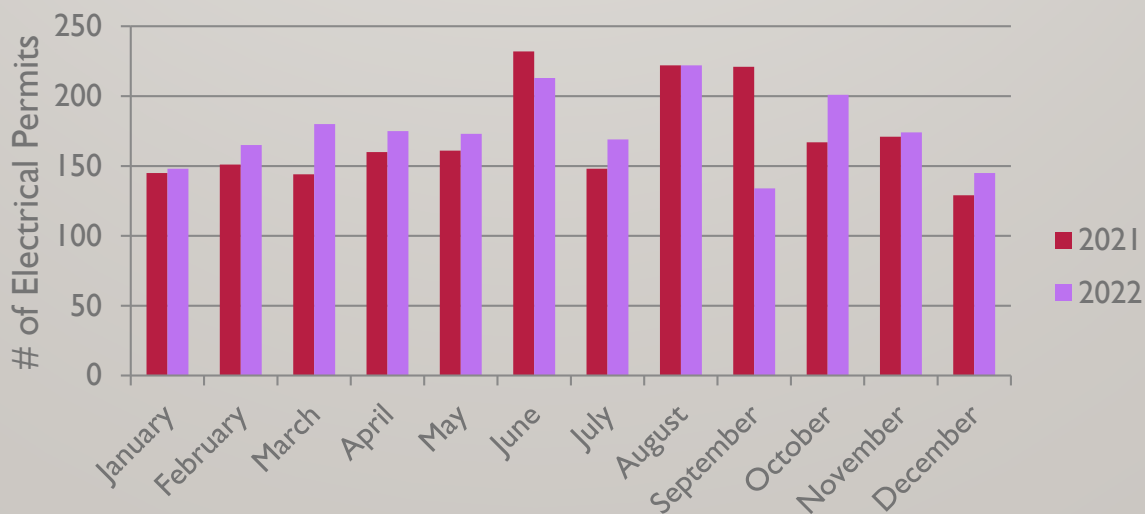
# SUBCONTRACTOR PERMITS COMPARISON CHARTS

- A subcontractor is a skilled tradesman that hired by the project manager or main building contractor. The skilled trades include Plumbing, Mechanical and Electrical contractors.

A total of **992** Plumbing Permits were issued in 2022

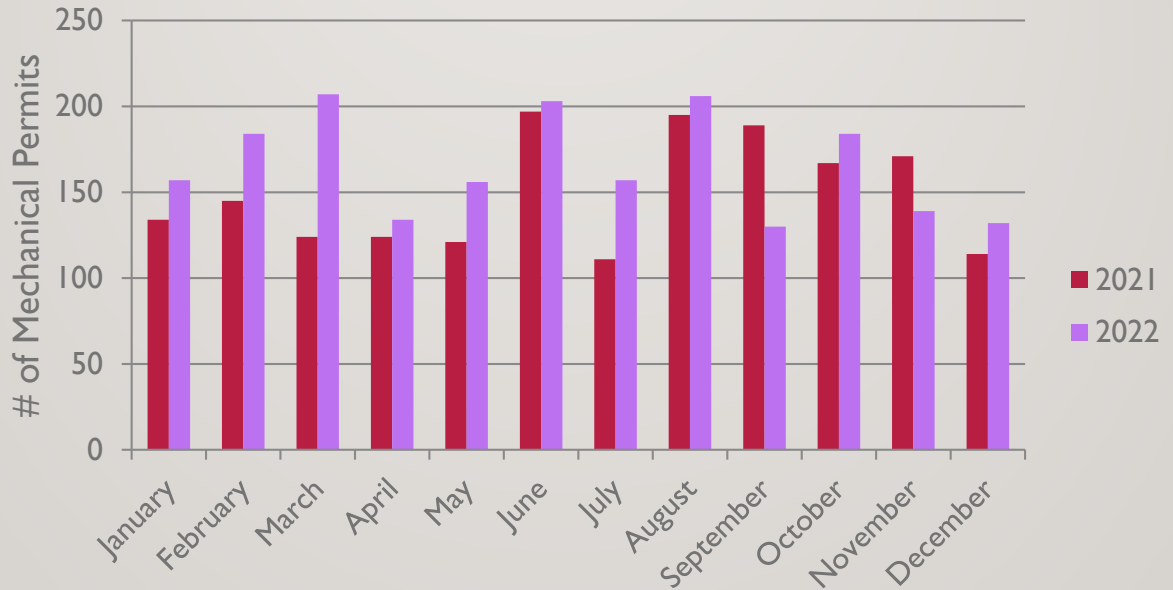


At total of **2,099** Electrical Permits were issued in 2022

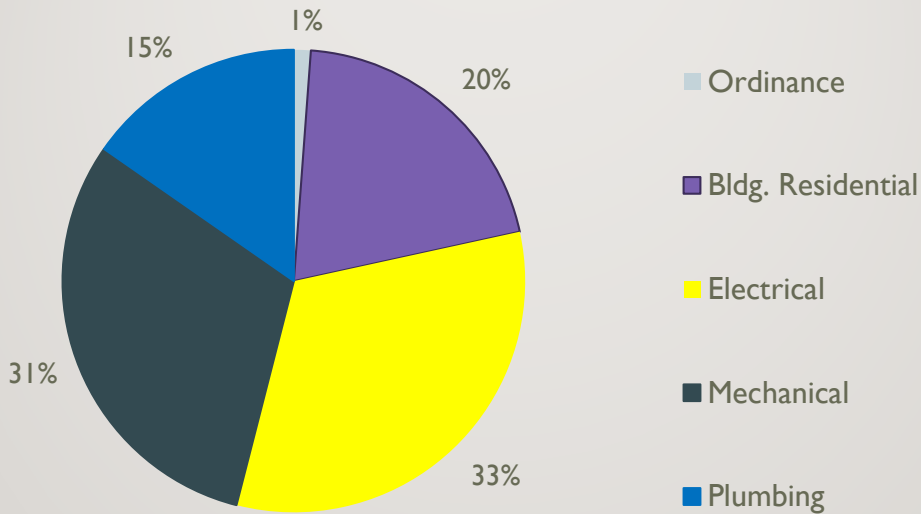


# SUBCONTRACTOR PERMITS COMPARISON CHARTS

A total of **1,987** Mechanical Permits were issued in 2022



# ISSUED PERMIT TOTALS COMPARISON CHART



All other categories are 1% or below

Permit Types	2020	2021	2022
Tree (includes all types)	36	69	61
Ordinance	120	121	81
Residential Building*	984	1,349	1,321
Commercial*	65	148	75
Demolition (includes all types)	46	55	35
Electrical	1,693	2,144	2,099
Mechanical	1,385	1,792	1,989
Plumbing	826	1,071	992
<b>TOTAL</b>	<b>5,163</b>	<b>6,749</b>	<b>6,651</b>

\* not including demolition

# COMMERCIAL PLAN REVIEWS COMPARISON CHART

Commercial Plan Review	2021	2022
Building	123	108
Engineering Consultant	80	37
Electrical	53	41
Mechanical	46	78
Plumbing	56	88
Fire	84	173
Planning	70	87
<b>TOTAL</b>	<b>512</b>	<b>612</b>

The Building Division Plan Reviewers provide technical plan reviews 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 FEES COLLECTED AND STAFF HOURS

Beginning of the Fall 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.

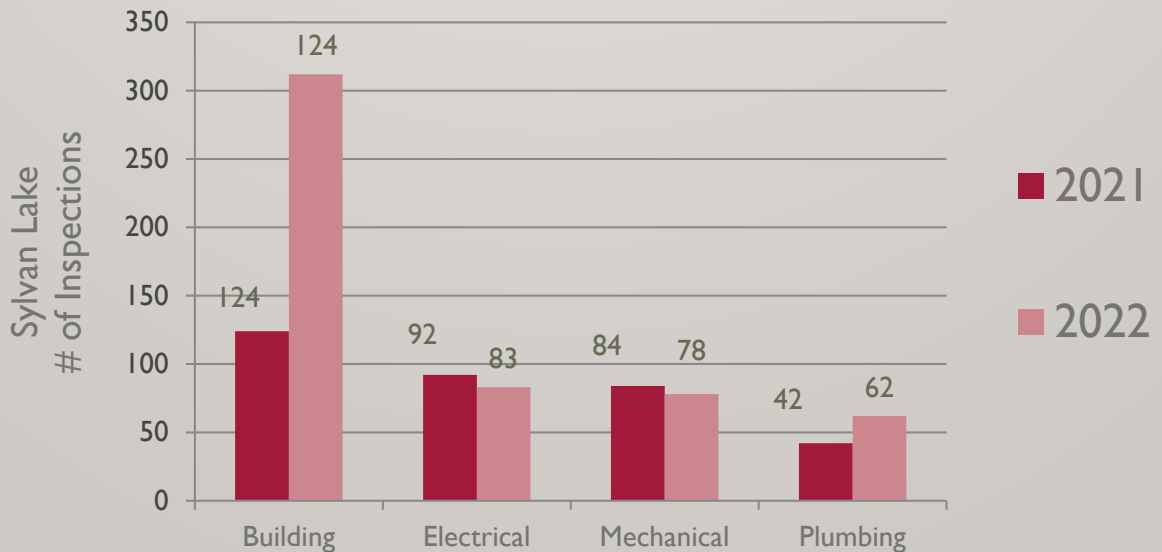
Permits Issued	Fees Collected	Est. Total Staff Hours
Building	\$38,873	145
Electrical	\$11,765	103
Mechanical	\$10,162	110
Plumbing	\$7,655	75
<b>Total</b>	<b>\$68,455</b>	<b>433</b>

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



# SYLVAN LAKE INSPECTIONS COMPARISON CHARTS

Inspection Type	Sylvan Lake 2021	Sylvan Lake 2022
Building	124	312
Electrical	92	83
Mechanical	84	78
Plumbing	42	62
<b>Totals</b>	<b>342</b>	<b>535</b>





# BUILDING DIVISION ACCOMPLISHMENTS:

## RE-ORGANIZATION AND STAFFING EFFORTS

- Scanning applications to mySCview monthly.
- Expanded storage capacity in central storage and re-organized file boxes for easier retrieval.
- Online building division forms and applications were updated to reflect current application requirements.
- Comprehensive overhaul of all cabinets stored within Department office.
- Installed wall pockets in lobby for all applicants to allow easier access for the public.
- Created a new part-time position to assist with Freedom of Information Act requests, file storage and retrieval, and organization of central storage.
- Returned to full office staffing.
- Improved turn around time on all permit processes.



# ACCOMPLISHMENTS CONTINUED:

## MINOR HOME REPAIR PROGRAM

- Bloomfield Township Senior Services facilitates the Minor Home Repair program with funding from Community Development Block Grant (CDBG) funds. To qualify, residents must be 60 years of age or older and a resident of Bloomfield Township. The Building Division supports the program by assisting with preliminary reviews, issuing permits and providing onsite inspections.
- In 2022, a total of 6 Bloomfield Township homeowners were approved for assistance with their home repair projects. Some of the repairs included:
  - Repair fence, faucet, plumbing leak, basement leak, gutters, windows, gutters, light switches and bathroom caulking.
  - Replacement of water heater, gate, doors, stove, toilet, faucet, front steps, sewer ejection pump, furnace, air conditioning, railing, filter, sink and molding.
  - Install LED lights, disposal, walk in tub, locks, power wash home and shed, seal coat driveway, cut branches, clean septic and inspect chimney

# BUILDING DIVISION GOALS FOR 2023

- The Building Division will continue to provide the highest standards of customer service by:
  - Offering technical information and application requirements at the counter, over the phone and by email.
  - Promoting and encouraging the use of the BS&A website to increase efficiency and added convenience for customers.
  - Commence with online inspection scheduling through BS&A for streamlined service and to eliminate the inspection phone line.
  - Maintaining website material to ensure that correct and accurate information is provided to the public.
  - Collaborate with the Clerks Office to develop a master plan to scan hard copy issued permit applications to an electronic copy as part of the Township's Record Retention Program. This will increase efficiency by making documents more accessible in the Central Storage Facility.
  - Participating in local, regional and state code official organizations and continuing-education programs to ensure current code enforcement and interpretation.
  - Exploring available software for electronic plan review.
  - Seeking additional opportunities to maximize online permit applications.
  - Continue to remind applicants to engage their HOAs in improvements projects.