



# **Bloomfield Township**

## **Building Division**

### **2013 Annual Report**

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

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*Annual Report is derived from data collected January 2, 2013 until December 31, 2013.*

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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

Division	Employee	Title	Years of Service
Administration	Patricia Voelker	Director	11
	George Kilpatrick	Building Official/ Plan Reviewer	7
	Kathy Davis	Administrative Assistant	17
	Kristi Thompson	Planning/Building Clerk	10
	Danielle Brent	Clerk	(5 Mon.)
	Terri Collins	Clerk (part-time)	(5 Mon.)
Inspectors	Christian Fox	Building Inspector/ Plan Reviewer	3
	Rick Firlik	Electrical Inspector	4
	Todd Haneckow	Plumbing Inspector	24
	Tom Benson	Mechanical Inspector	8

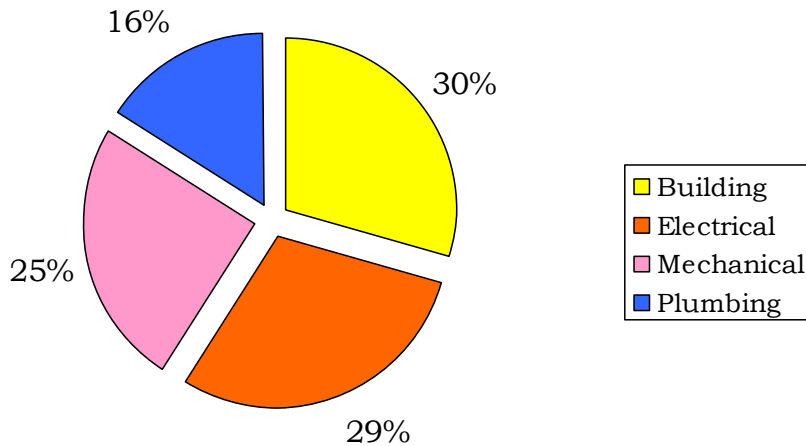


[Click here for more information pertaining to our staff.](#)

# Building Division 2013 Inspections

Inspection services inspects buildings for compliance with code requirements and scope of work in accordance with building permits. The inspectors provides public safety by enforcing municipal and State codes relating to construction, alteration, and installation of electrical, mechanical and plumbing equipment and systems.

## Inspection Type Comparisons



Type of Inspections	Total Amount	Weekly Average
Building	3123	60
Electrical	3130	60
Mechanical	2653	51
Plumbing	1712	33

# Effective Building Division Codes

<b>Building</b>	2009 Michigan Residential Code 2009 Michigan Uniform Energy Code 2009 Michigan Building Code 2009 Michigan Rehabilitation Code
<b>Electrical</b>	2009 Michigan Electrical Code 2008 National Electrical Code *Including 2008 Mi. Part 8 Rules
<b>Mechanical</b>	2009 Michigan Mechanical Code
<b>Plumbing</b>	2009 Michigan Plumbing Code



# Permit Services

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

- Received **1232** building applications
- Accepted **760** building revisions
- Received **102** tree applications
- Received **30** fire suppression applications
- Received **17** fire alarm applications
- Received **15** change of occupancy applications

Type of Occupancy Issued	Total Amount	Monthly Average
Full Certificate of Occupancy	123	10
Change of Occupancy (Full Certificate)	13	1
Temporary Certificate of Occupancy	31	3

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

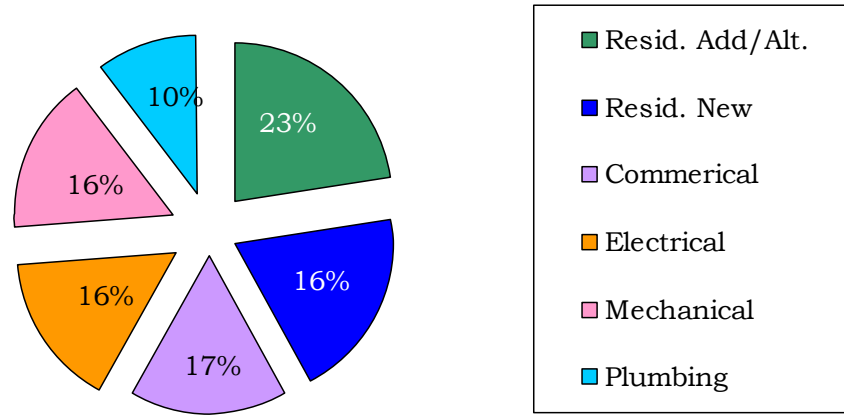
Effective Codes  
& Staff  
Qualifications

Township  
Zoning  
Ordinance

Applications,  
Fees & Complete  
Packets



# 2013 Building Division Permit Fees by Category



\*All other categories are 1% or below

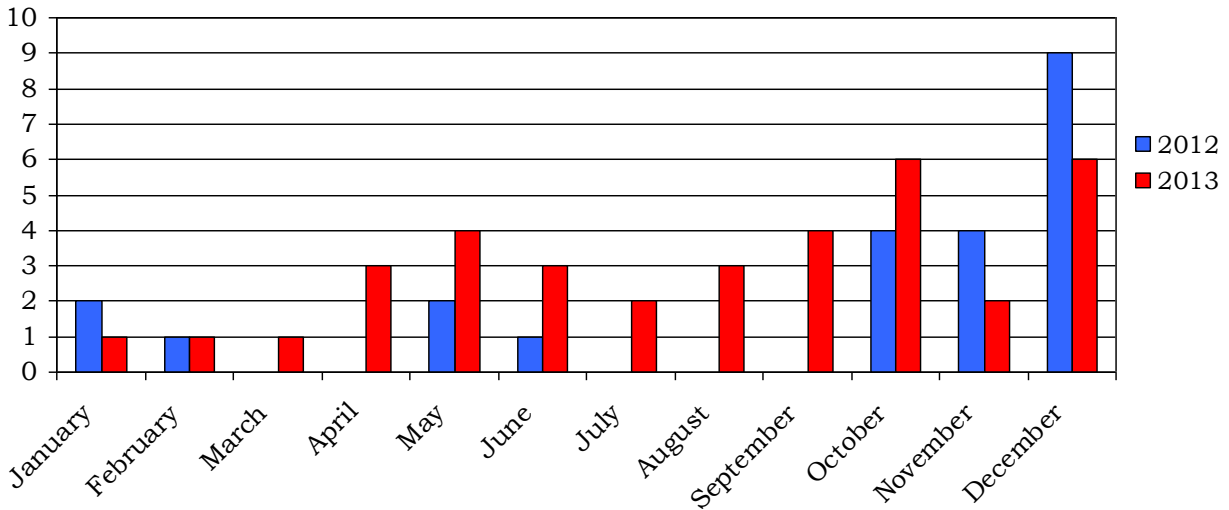
Permit Types	Total Fees Collected
Pool Fencing & Sign Permits	\$10,449
Residential Addition/Alteration Permits	\$279,408
Residential New Construction Permits	\$317,305
Deck Permits	\$9,561
Swimming Pool Permits	\$5,118
Demolition Permits (includes all types of demolition)	\$10,175
Commercial Permits	\$137,700
Accessory & Ordinance Permit	\$16,525
Electrical Permits	\$206,062
Mechanical Permits	\$212,500
Plumbing Permits	\$134,240
Tree	\$15,700
<b>Total</b>	<b>\$1,354,743</b>

**Total Estimated Value of Construction**

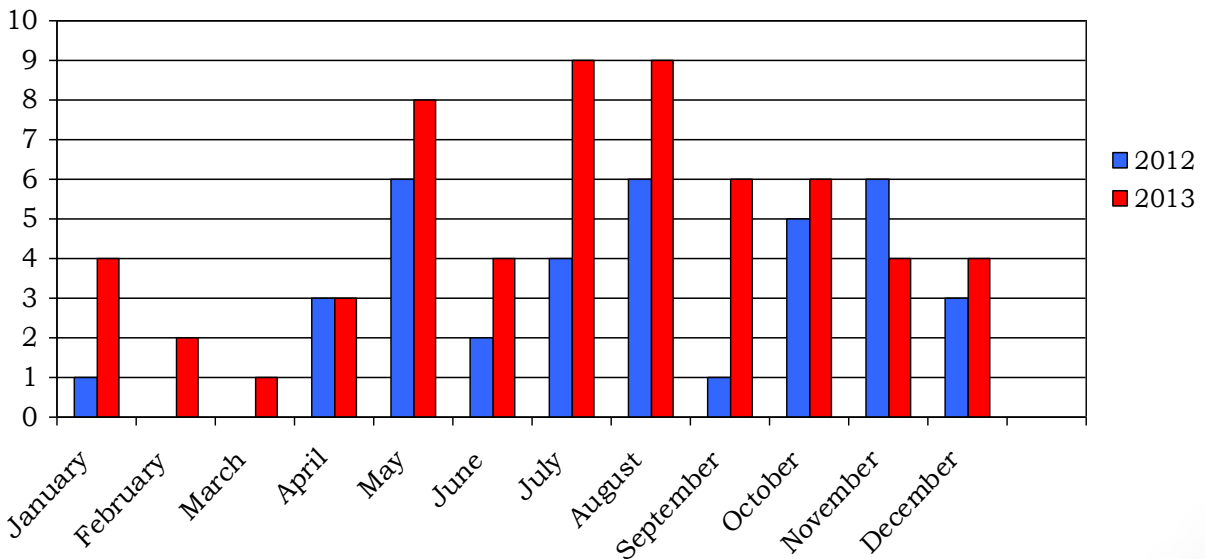
**\$58,580,159**

## Comparison of Permits Issued in 2013

- Issued **36** Complete Demolition Building Permits with a Monthly Average of **3**



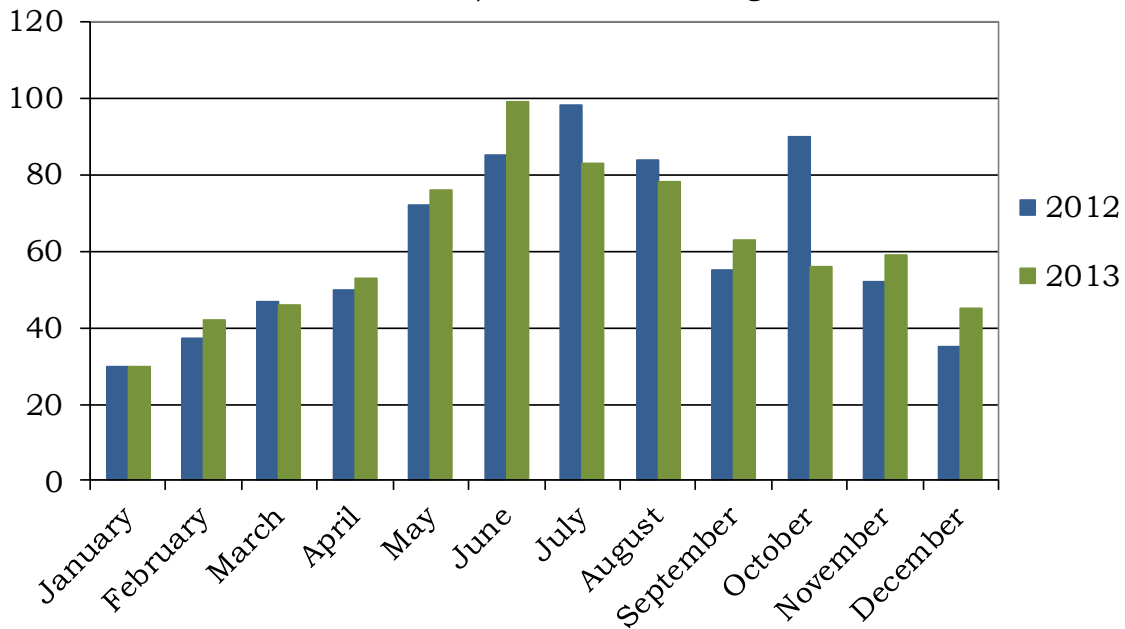
- Issued **60** New Construction Building Permits with a Monthly Average of **5**



- Issued **730** Residential Addition/ Alteration Building Permits with a Monthly Average of **61**

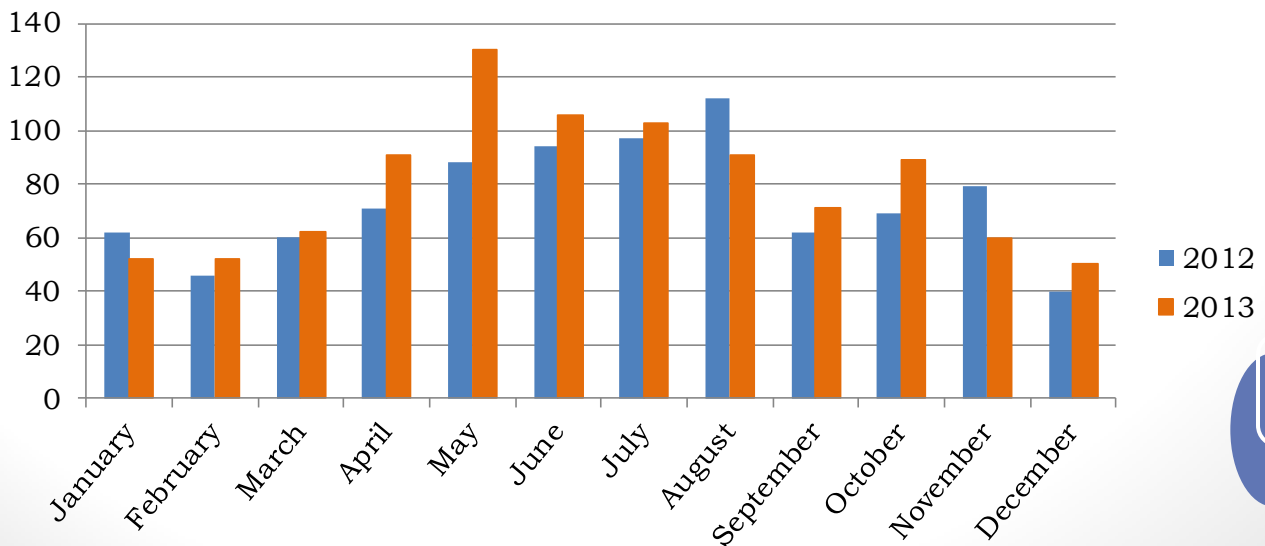
# Comparison of Permits Issued in 2013

## Residential Add/Alt. Issued Building Permits



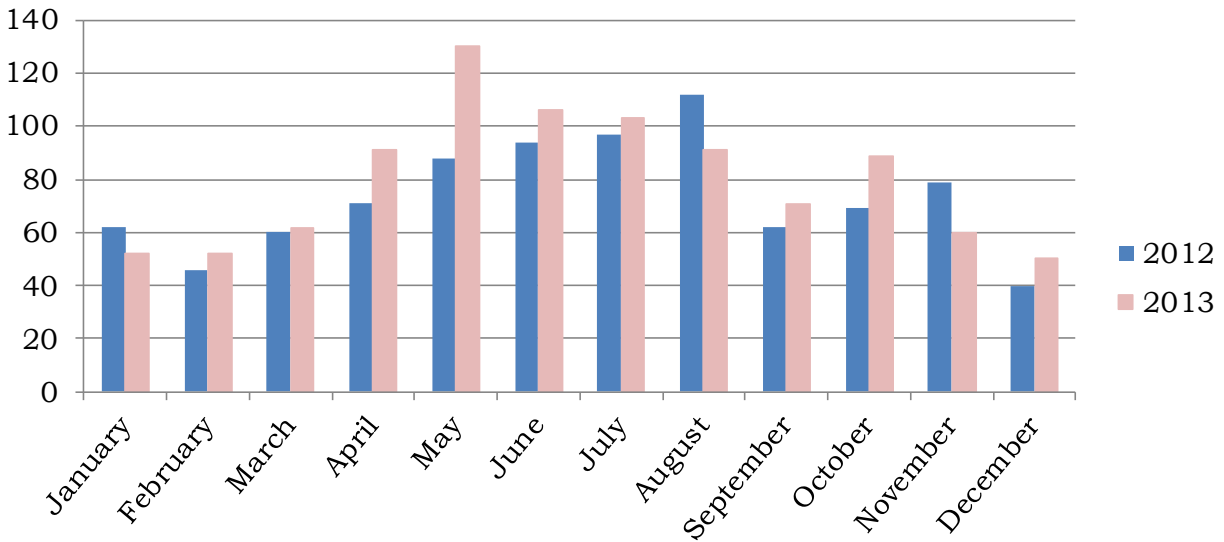
A subcontractor is an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract. A subcontractor is generally hired by the General or Building Contractor. These contractors include Mechanical, Plumbing and Electrical.

## Issued Plumbing Permits

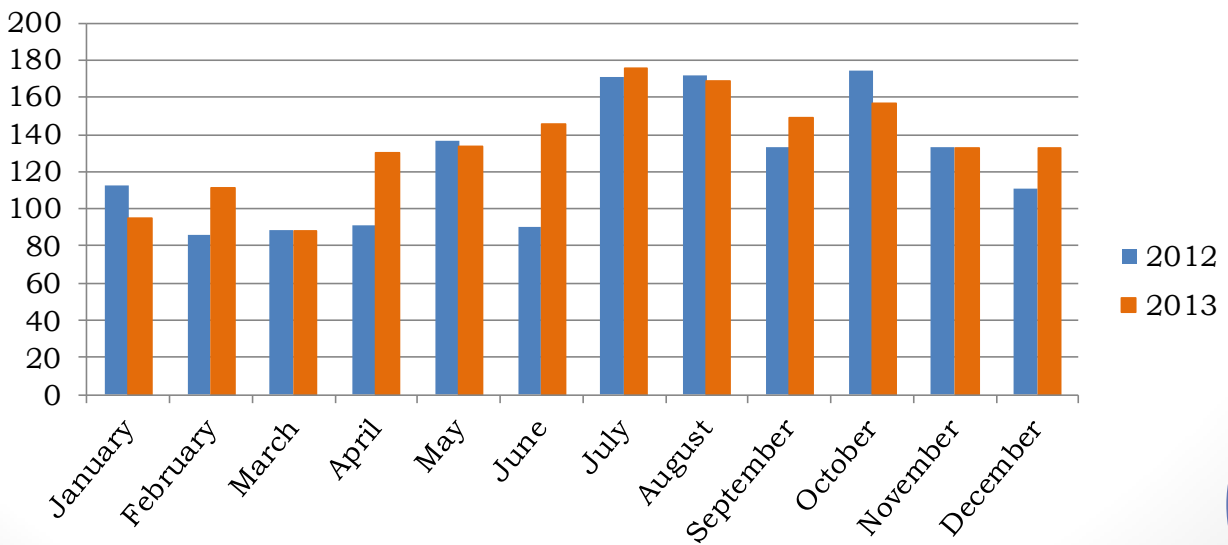


# Comparison of Permits Issued in 2013

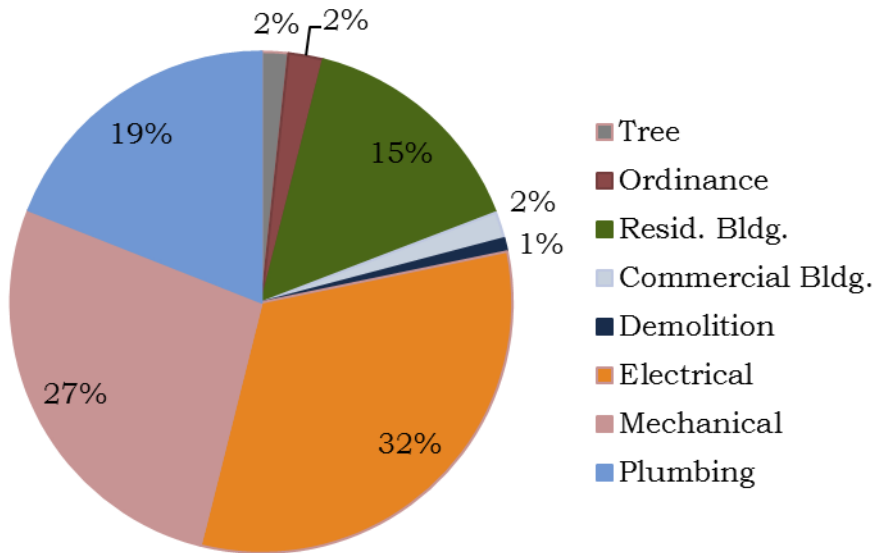
## Issued Mechanical Permits



## Issued Electrical Permits



## Comparison of Permits Issued in 2013



Permits Issued	2011	2012	2013
Tree	43	63	86
Ordinance	89	99	113
Residential Building	540	772	766
Commercial Building	114	92	87
Demolition (all types)	36	43	43
Electrical	1230	1500	1621
Mechanical	1088	1234	1364
Plumbing	677	880	957
<b>Total</b>	<b>3,817</b>	<b>4,683</b>	<b>5,037</b>

## Comparison Chart of Commercial Plan Review

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 staff conducts reviews in a timely, consistent, transparent, professional and courteous manner to all of their applicants. When necessary, pre-construction meetings are conducted for code interpretations and to resolve major code issues on some of the larger projects prior to issuance of the permit.

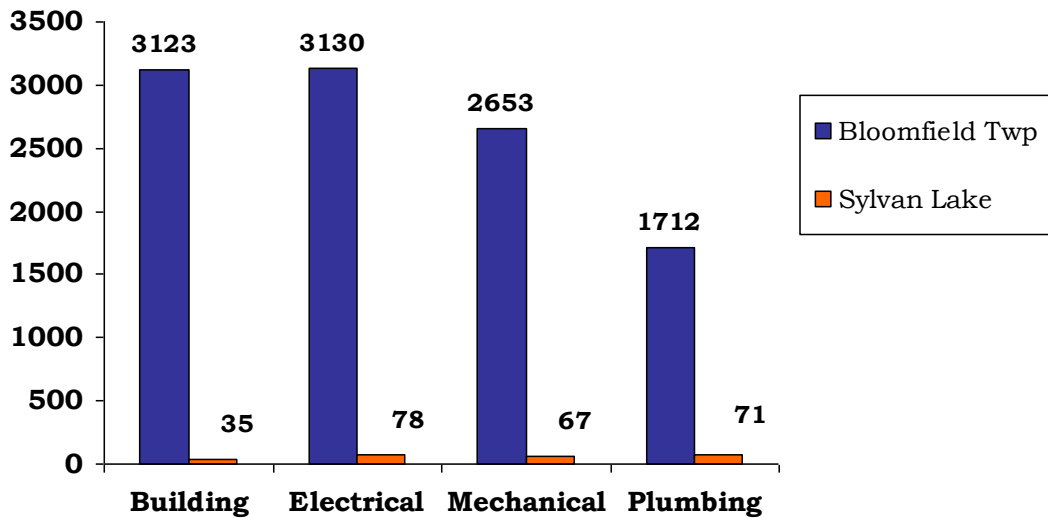


Commercial Plan Review	2012	2013
Building	309	283
HRC Engineer	28	34
Electrical	170	158
Plumbing	70	74
Mechanical	90	111
Fire	262	279
Planning	209	232
<b>Total</b>	<b>1,138</b>	<b>1,171</b>

# City of Sylvan Lake Inspection and Permit Services

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 of primarily residential homes with a limited amount of commercial properties.

## Inspection Type Comparisons



Type of Inspections	Sylvan Lake Insp.	Bloomfield Insp.	Sylvan Lake Percentage
Building	35	3123	1.1%
Electrical	78	3130	2.4%
Mechanical	67	2653	2.5%
Plumbing	71	1712	4.1%

## Sylvan Lake Permits Issued Comparison

Permits Issued	2012	2013
Residential Building	28	37
Commercial Building (includes signs)	13	7
Demolition (all types)	3	1
Electrical	41	54
Mechanical	28	41
Plumbing	25	38
<b>Total</b>	<b>138</b>	<b>178</b>

## Fees Collected and Staff Hours in 2013

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

Permit Type	Fees Collected	Ave. Total Staff Hours
Building	\$30,853	112.5
Electrical	\$5,770	54
Mechanical	\$6,285	41
Plumbing	\$5,365	38
<b>Totals</b>	<b>\$48,273</b>	<b>245.5</b>



# Accomplishments of 2013

## Promote Building Division Services:

For the fourth year, the Building Division along with the Planning and Ordinance Divisions participated in the 2013 Annual Fall Township Open House.



## Accomplishments of 2013 cont.

### Minor Home Repair Program:

The Minor Home Repair Program provides financial assistance to qualified seniors to complete minor repairs to their home. The Building Division supports the Bloomfield Township Senior Services in their administration of this Township Community Development Block Grant (CDBG) program.

- In 2013, Seven Bloomfield Township homeowners were approved for assistance in their home repairs. Some of the repairs included:
  - *Boiler, Air Conditioner & Furnace*
  - *Window replacements, Interior & Exterior doors*
  - *Pump Septic tank*
  - *Deck, railings, gutters*
  - *Tree Removal*
  - *Electrical & Bathroom repairs*



## Accomplishments of 2013 cont.



### Building Industry Association Meetings:

The Building Industry Association (BIA) of Southeastern Michigan has sponsored builder and community task force meetings at the Township for approximately 16 years. In 2013, the Building Division hosted two task force meetings on April 25<sup>th</sup> and October 31<sup>st</sup>. The meetings provide an opportunity for builders to meet with the inspectors and staff in a friendly and informative forum. The discussion includes pertinent topics such as:

- Site maintenance issues with tree protection and construction fencing.
- Soil Erosion requirements from Oakland County that the Township enforces.
- Fall Protection Rules Implemented by OSH/MIOSHA with enforcement beginning on March 16, 2013 on all jobsites.
- Home Builders Association Permit Forecast reports that 2013 had a terrific start – best first quarter since 2006!
- DTE provided utility company report that staff and crews are working long hours and are still behind with new service installations.

BIA announcements for 2013 include the retirement of Mr. David Kellett, Sr. as Bloomfield Township Task Force Chairman, and the distinguished Thomas Ricketts Award to the Region's Outstanding Building Official to Bloomfield Township's George Kilpatrick.



### Training Staff:

Support the continuing education classes required by the State of Michigan for plan reviewers, and building, electrical, mechanical and plumbing inspectors to maintain their certified credentials.

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# Goals for 2014

## Training Staff:

Training staff in all aspects of record retention, counter duties, permit issuance, and other administrative duties for the Planning, Building and Ordinance Department to meet current workload demands.

## Resource Management:

By continuing to refine and streamline internal procedures, we strive to consistently improve on methods to expedite our permit process while utilizing the Department staff more efficiently.

Retain, develop and recruit a capable, motivated and diverse staff. Support the development of employees by training staff for future promotional opportunities and continue training to increase the technical knowledge of the staff.

Expand training opportunities with outside vendors to include computer, communications, and management classes.

Update the current permit and inspection BS&A tracking software to their advanced version used throughout most Michigan communities.

## Enable highest standards of customer service:

Continue to provide good customer service by assisting walk-in customers and answering phone inquiries relating to technical and code information.

Establish effective communication at the counter, on the phones and through our website to assist residents and business professionals.

## Cable TV Program:

Develop two minute Public Service Announcements or thirty minute programs for the Township's local access channels to highlight ordinances, safety measures, and timely information.

## 2014 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.