



Building and Plan Review Procedures

Review for Completeness

Make sure all the information is filled in on the application, the correct fee is submitted, and if a site plan is required that it meets the minimum Zoning Ordinance Requirements.

If it is a site plan, it goes to the Planning Commission. Verify it is submitted by the deadline date for the next meeting. Fill out the City Staff use box at the top of each application regarding date submitted, receipt #, and check #.

Enter into BS&A Software

After you assigned the case number you will then enter it into BS&A Building, if the request deals with a parcel. You can either type in the address number, parcel number, or owner name to search for the property that you need. Once you have found the property you will follow these steps:

1. Select “Add” on the toolbar, then select “add New Variance”
2. You will select the type of case.
3. Then you will select the Category. This will be the type of the request. i.e. Variance, Dimensional from Ordinance, Site Plan Review, or Rezoning.
4. Next, you will enter the Application date. Use the date the application was submitted.
5. The hearing date will be when the Board or Commission will hear the case. If it is administrative review, leave this blank, as the date will be when the plan is approved.
6. At this time, you can leave the description and stipulations blank.
7. Next, click on the numbering options. Select “Generate manually NOT using the format”. Then, click OK.
8. Now you will type in the case number, but you must add the letter V first. i.e. V21-VAR-11-15
9. Once you have finished those steps, click on the “Add” button.

Processing the Money and Creating/Printing the Invoice

While you are still in the BS&A Building, you will need to create the invoice so you can submit the money to the Treasurer’s office. Warning – once you create an invoice, you cannot delete the invoice, so make sure you follow the step-by-step instructions carefully and properly.

1. Click on the owner’s name under “Property” in the table of contents.
2. Click on “View Transaction History”
3. Select “Add Invoice”.
4. Select “add” for the fee. Verify you have the correct one. If not, select “Remove”. If you have the correct one, then click the “Done” button.

5. Now print the invoice. You will send, via interoffice mail, the front cashier in the Treasurer's office, the invoice with the check/cash.

Process

Accept a Site Plan

Once you receive a site plan review application, site plans, and the fee, forward to the Planning Commission Secretary. He/she will check for completeness.

1. Site Plan Review (SPR)

After you entered the case into BS&A Building and processed the money, you will follow the next steps.

- Distribute the Site Plans to City Planner, Building Inspector, City Engineer, City Manager and DPW Director for their reviews
- Collect all reviews
- If approved, plan for the next Planning Commission agenda, if needed.

Planning Commission Secretary Procedure

If the plan is accepted as it meets all the required items, then stamp inside the plan with the received date. Then, send to other departments:

- PC Review – 12 copies of site plan
 - 8- Planning Commission
 - Include -
 - 1- Fire Chief Review
 - 1- Engineering Review, Fleis & Vandenbrink
 - 1- DPW Director Review
 - 1- Planning/Zoning Review
- Administrative Review – 3 copies of the site plan
 - 1- Fire Chief
 - 1- Engineering: Fleis & Vandenbrink
(If utilities are involved, then send to DPW Director Matt Wurtz also, and ask for the site plan back when finished)
 - 1- Planning/Zoning: Brian Borden

Planning Commission Additional Items

If this goes to the Planning Commission, then create your agenda, scan all the documents submitted by the applicant, and create your enclosures for the agenda. You can review an old agenda packet to see all of the items. Combine all your documents and send to City Manager for review. Once they give you the go ahead, send out the Planning Commission Agenda for that meeting date.

2. Zoning Compliance Permit

When the zoning compliance permit application is received at the counter or in the mail, stamp it with the received date stamp. The app is then left with the Code Enforcer, Steve Hill, for review.

Once the Code Enforcer has completed his review and approved the application, it is submitted into the BS&A Building Software by the Building Department Assistant. The steps are as follows:

1. Get to the parcel for the application
2. Once there, select "Add"
3. Select "Add New Permit", then click OK
4. Select Permit Type "Zoning", then click OK
5. If work is being done by owner, click the corresponding box. If not, fill in the boxes labeled "Contractor" and "Applicant" with the corresponding information on the application.
6. In the "Category" and "Basic Usage" boxes, select what answers best match the circumstances of the application from the drop-down options. (i.e is it residential or commercial, etc)
7. Complete the "ISO Information" section by selecting the "Use in ISO Report" box and selecting responses in all drop down boxes.
8. Fill in the "Permit Details" section with a description of the work to be completed under the permit application.
9. Select "Add" to be taken to the fees page. Here, select "Zoning Compliance" from the fees on the left hand side. This is a flat fee.
10. Select "Done". The application is now processed.

Scan and Attach the Application

The building assistant will go to the copier and scan the application documents, sending it to themselves so it may be attached to the permit in the BS&A building software.

In the software, the assistant will right click on the permit and select "Add". They will then select "Attach External Document" and select the correct application from the scan folder on their computer.

A prompt will then appear with the file name. Select "Ok". The application is now attached to the "Attachments" section under the permit.

Issuing the Permit

Once the application is submitted into the BS&A Building Software, the zoning compliance permit can be issued. This is done by simply selecting the "Issue Permit" button from the tool bar at the top. Print 3 copies of the permit.

These copies are given to the Code Enforcer to sign. Once signed, the permit fee must be paid for by the applicant.

Once payment is received, all three copies of the permit are stamped with a paid stamp. One copy of the permit is for the applicant, one copy is to be attached to the receipt and left with the cash drawer documents, and the last is kept with the application in the Code Enforcer's zoning compliance folder.

Contacting Owner/Applicant

If the owner/applicant paid online or by a check in the mail and has previously provided their e-mail address, email them the signed and approved permit.

If an e-mail address was not provided, call the owner/applicant to ask them how they would like to receive the permit. Their options are:

- To provide an e-mail address so we may e-mail the permit to them
- To provide a fax number so that we may fax the permit to them
- To confirm that they or an associate will be in to pick up a physical copy of the permit
- To confirm they would like the permit mailed to them

3. Building Permit

When the building permit application is received at the counter or in the mail the app is left with the Building Official, Ted Szczepanski, for review. The applications can also be received via electronic submission on our website. These are automatically e-mailed to the Building Official for review.

Once the Building Official has completed his review and approved the application, it is submitted into the BS&A Building Software by the Building Department Assistant. The steps are as follows:

1. Get to the parcel for the application
2. Once there, select "Add"
3. Select "Add New Permit", then click OK
4. Select Permit Type "Building", then click OK
5. If work is being done by owner, click the corresponding box. If not, fill in the boxes labeled "Contractor" and "Applicant" with the corresponding information on the application.
6. In the "Category" and "Basic Usage" boxes, select what answers best match the circumstances of the application from the drop-down options. (i.e is it residential or commercial, etc)
7. Complete the "ISO Information" section by selecting the "Use in ISO Report" box and selecting responses in all drop down boxes.
8. Fill in the "Permit Details" section with a description of the work to be completed under the permit application.
9. In the "Building Information" section, add the cost of the project to "Value" and select answers from the drop-down options of "Use Group" and Construction "Type".
10. Select "Add" to be taken to the fees page. Here, select "Building Permit Fee" from the fees on the left-hand side. A prompt will ask for the cost of the project. Fill in the amount and select "Ok". The fee will be calculated based on the cost of the project.
11. Select "Done". The application is now processed.

Scan and Attach the Application

The building assistant will go to the copier and scan the application documents, sending it to themselves so it may be attached to the permit in the BS&A building software.

In the software, the assistant will right click on the permit and select “Add”. They will then select “Attach External Document” and select the correct application from the scan folder on their computer.

A prompt will then appear with the file name. Select “Ok”. The application is now attached to the “Attachments” section under the permit.

Issuing the Permit

Once the application is submitted into the BS&A Building Software, the building permit can be issued. This is done by simply selecting the “Issue Permit” button from the tool bar at the top. Print 3 copies of the permit.

These copies are given to the Building Official to sign. Once signed, the permit fee must be paid for by the applicant.

Once payment is received, all three copies of the permit are stamped with a paid stamp. One copy of the permit is for the applicant, one copy is to be attached to the receipt and left with the cash drawer documents, and the last is kept with the application within the Building Official’s open permits filing system.

Contacting Owner/Applicant

If the owner/applicant paid online or by a check in the mail and has previously provided their e-mail address, email them the signed and approved permit.

If an e-mail address was not provided, call the owner/applicant to ask them how they would like to receive the permit. Their options are:

- To provide an e-mail address so we may e-mail the permit to them
- To provide a fax number so that we may fax the permit to them
- To confirm that they or an associate will be in to pick up a physical copy of the permit
- To confirm they would like the permit mailed to them

4. Trade Permits

The construction trades are Mechanical, Electrical, and Plumbing. Each have their own separate application to be completed, but all follow the same steps for processing.

When a trade permit application is received at the counter or in the mail, the app is to be emailed to the corresponding trade inspector for review. For mechanical and plumbing applications, email the Mechanical/Plumbing Inspector, Glenn Thomas. For electrical applications, email the Electrical Inspector, Mike Kyle.

While the inspector is completing his review, the application is submitted into the BS&A Building Software by the Building Department Assistant. The steps are as follows:

1. Get to the parcel for the application
2. Once there, select “Add”
3. Select “Add New Permit”, then click OK
4. Select Permit Type (Mechanical, Plumbing, or Electrical), then click OK

5. If work is being done by owner, click the corresponding box. If not, fill in the boxes labeled “Contractor” and “Applicant” with the corresponding information on the application.
6. In the “Category” and “Basic Usage” boxes, select what answers best match the circumstances of the application from the drop-down options. (i.e is it residential or commercial, etc)
7. Complete the “ISO Information” section by selecting the “Use in ISO Report” box and selecting responses in all drop down boxes.
8. Fill in the “Permit Details” section with a description of the work to be completed under the permit application.
9. Select “Add” to be taken to the fees page. On this page, select everything that the applicant has tallied for from the fees list on the left-hand side.
10. Select “Done”. The application is now processed.

Scan and Attach the Application

The building assistant will go to the copier and scan the application documents, sending it to themselves so it may be attached to the permit in the BS&A building software.

In the software, the assistant will right click on the permit and select “Add”. They will then select “Attach External Document” and select the correct application from the scan folder on their computer.

A prompt will then appear with the file name. Select “Ok”. The application is now attached to the “Attachments” section under the permit.

Issuing the Permit

With the application submitted into the BS&A Building Software, the contractor can now pay for their permit. This can be paid in person, by a check in the mail or online via the city website.

Once payment is received and the inspector has provided his approval, the permit can be issued. This is done by simply selecting the “Issue Permit” button from the tool bar at the top. Keep in mind that the permits are generated with the signature of the inspector, so never issue them until both the contractor payment and the inspector approval has been received.

Contacting Owner/Applicant

If the owner/applicant paid online or by a check in the mail and has previously provided their e-mail address, email them the signed and approved permit.

If an e-mail address was not provided, call the owner/applicant to ask them how they would like to receive the permit. Their options are:

- To provide an e-mail address so we may e-mail the permit to them
- To provide a fax number so that we may fax the permit to them
- To confirm that they or an associate will be in to pick up a physical copy of the permit
- To confirm they would like the permit mailed to them

4. Send to County Building Codes

Every month, building reports must be sent to the Genesee County Metropolitan Planning Commission. These are generated via the “Report” section in the tool bar of the BS&A building software.

The generated reports are the Grand Blanc Monthly Building Permit List and the Monthly Building Permit Category Detail Report.

The reports are sent to the GIS Specialist, Christine Pobocik, via e-mail (cpobocik@co.genesee.mi.us).