

Doing Development in District 4 Webinar Series



Date: December 3, 2024
Time: 6:00 PM – 7:00 PM



BSEED Development Resource Center

DEPARTMENT OF

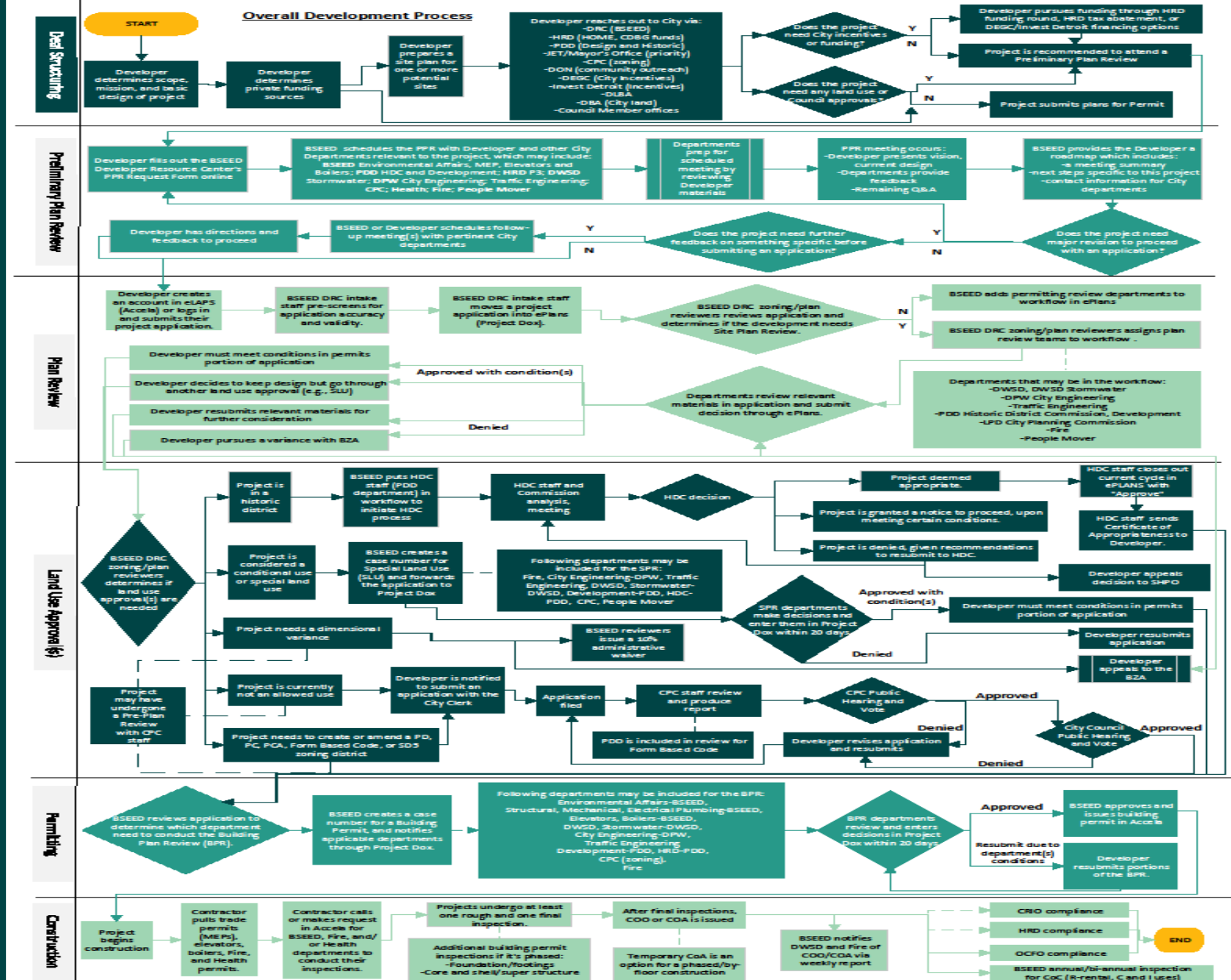
Buildings, Safety Engineering &

Environmental

What does it take?

- Patience
- Support
- Knowledge

This is the Development Process



PPR BENEFITS

* A FREE service to provide your development team all the information needed to successfully complete a Project. At Conceptual is best. Don't wait to long.



1
Open to all
project types
(Large or small)



2
A Pathway for
Entitlements
(BZA/SLU)



3
Identify
Zoning Code
Requirements



4
Identify
Storm Water
Requirements



5
Access to City
Departments that
approve
development
(DPW, DWSD,
PDD, CPC, HRD,
DEGC, Mayors
Office, Fire, DTE,
etc.)



6
Roadmap
Summary Unique
to your
development

SUBMIT FOR A PPR

ONLINE APPLICATION:



Applicant should provide the following:

- Project details and drawings
- List of any specific questions or issues
- Any specific departments you would like represented

Project Review Meetings | City of Detroit | Project Tracking

app.smartsheet.com/b/form/a71a1509ccf54588b35f5ecd9aeb624

PPR Scheduling

Fill out any required information & anything else you feel is pertinent to your project.
For more details about the PPR meetings see www.detroitmi.gov/drc

Project Name *

Project Address *

Project Contact *

Email *

Phone Number *

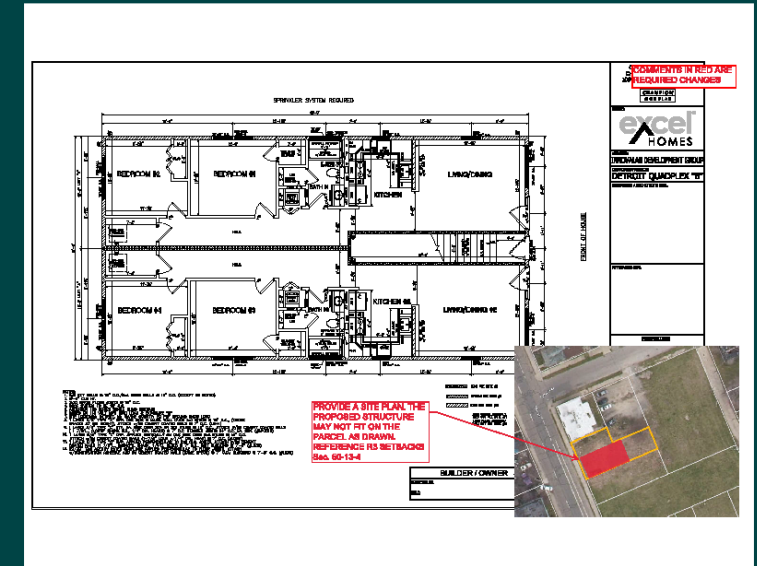
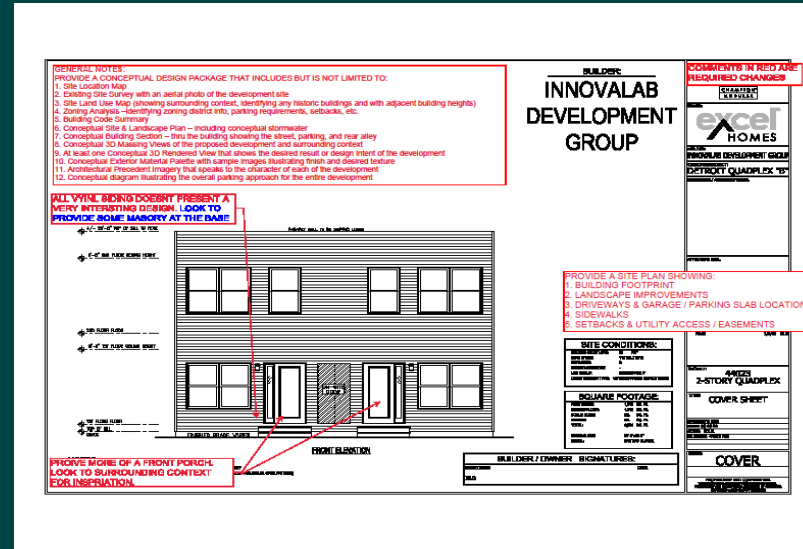
Proposed Use
Select

Project Development Group
Name
Point of Contact
Email/Phone Number

Architecture Team
Name
Point of Contact
Email/Phone Number

YOU WILL RECEIVE A MARKUP OF PRESENTATION DECK:

- DETAILS
- COMMENTS
- INSPIRATION



CITY OF DETROIT

DEPARTMENT OF
Planning & Development

Coleman A. Young Municipal Center
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Detroit, Michigan 48226

Phone: 313.224.1339
Fax: 313.224.1350
www.detroitmi.gov/pdd

APPROVED

APPROVED WITH CHANGES NOTED

REVISE AND RESUBMIT

REJECTED

SUBMITTAL WAS REVIEWED FOR DESIGN CONFORMITY AND GENERAL CONFORMANCE TO CITY OF DETROIT DESIGN GUIDELINES. THE APPLICANT IS RESPONSIBLE FOR CONFIRMING AND CORRELATING DIMENSIONS AT JOBSITE FOR TOLERANCE, CLEARANCE, QUANTITIES, FABRICATION PROCESSES AND TECHNIQUES OF CONSTRUCTION, AS WELL AS COORDINATION OF THE WORK WITH OTHER TRADES AND FULL COMPLIANCE WITH FEDERAL, STATE AND LOCAL BUILDING CODES AND REGULATIONS.

STAFF BRIEF

This document is the staff's comparison of the City of Detroit Design Review Guiding Principles, Design Guidelines for City of Detroit Zoning Ordinance and other applicable adopted area guidelines as applied to the proposed application. It is intended to provide guidance during the City Planning and Development Design Review of the proposed application.

Date: 3/9/2023
Project: 2628 Rosa Parks
Design Review Meeting: 2/6/2023
Address: 2628 Rosa Parks
Staff: Russell Baltimore (rbaltimore@detroitmi.gov), Zach Funk (Zachary.Funk@detroitmi.gov)
Year structure built: N/A
Applicant: Tarun Kajeepeta (tkajeepeta@gmail.com)
Project Scope Under Review: NEW CONSTRUCTION

Project Summary:
 The project is for a new modular housing duplex. The units would be rentals and share parking with the property adjacent the development team also owns.

Design Review Guiding Principles:

- ✓ IN COMPLIANCE
- ✗ NOT IN COMPLIANCE
- ⊖ NOT APPLICABLE
- ⓘ MORE INFORMATION NEEDED

- ⊖ **Historic Preservation:** The intent of development is to preserve existing structures and complement the urban fabric through a thoughtful and intentional approach to design.
 - Maintain existing architectural elements.
 - Use exterior material that are compatible with the existing context.
- ⓘ **Activate the Public Realm:** All projects shall build upon the walkable environment, providing a transparent and interactive building frontage and ground level meant to intrigue pedestrians through design and active uses.



YOU WILL RECEIVE SUMMARY UNIQUE TO YOUR DEVELOPMENT (A ROADMAP)

- DEPT COMMENTS
- VALUABLE LINKS
- NEXT STEPS



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& Environmental

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Chick-Fil-A – Preliminary Plan Review Summary March 23, 2023

Thank you for submitting preliminary documents to the City of Detroit, Buildings Safety Engineering and Environmental Department (BSEED) – Development Resource Center (DRC) for participating in the Preliminary Plan Review (PPR) meeting.

The Preliminary Plan Review (PPR) process provides an opportunity for all relevant city departments to ask questions and provide guidance. Our goal is to help guide you through the site plan review, permitting process, and spot anything else that may be important to know for your project. For this meeting, we aim to answer any questions or concerns you may have and facilitate any further meetings this project might need. This meeting was held on March 23, 2023.

Your PPR summary contains:

- Short project overview
- Abridged PPR meeting minutes
- Next steps that you can follow to get your project to the finish line.

Project overview

Chick-fil-A is a popular American fast-food restaurant chain that specializes in chicken sandwiches, nuggets, and strips. The chain was founded in 1946 and is headquartered in College Park, Georgia. Chick-fil-A is known for its fresh ingredients and healthy menu options, including salads and grilled chicken. The chain has proposed building a new restaurant on East Mack Ave at Marseilles St. This proposed location will feature a drive-thru model and outdoor seating, but no indoor seating.

Chick-fil-A has a distinctive modern, clean design with a red and white color scheme and a logo of a chicken with its beak open. Chick-fil-A often partners with local organizations and charities to give back to the community. In addition to its focus on community involvement, Chick-fil-A is also known for its founder Truett Cathy's religious beliefs, which have influenced the chain's business practices. For example, all Chick-fil-A locations are closed on Sundays to allow employees to spend time with their families and attend religious services.

Next Steps/Action Items

1. Site Plan Review
[Site plan review checklist](#)
[Site plan review application](#)
2. Special Land Use Hearing

1



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[Conditional Land Uses may be subject to developmental conditions resultant of the plan review process.](#)

3. Design Review / Concept Plan Review
[Design Review / Concept Plan Review Information](#)
[Design Review Webpage](#)

4. Submit Building Permit Application
[Here is a building permitting and review guide.](#)
[Governing codes rubric](#)
[Applying for a permit through Accela Video.](#)

5. Your contractors will submit architectural drawings, material samples and any other project documents through eLAPS.
[Video guide on how to submit documents.](#)
[Go here to submit your applications for trade licenses, business licenses and permits.](#)

6. Department of Public Works Permit Application
[Right of Way Permits and Standards](#)

7. Building and trade permits are separate applications.
[Building & Trade Permits Information](#)
[City Of Detroit Right-of-Way Permit Applications](#)
[Right-of-Way/Sidewalk Permits Requirement Guide](#)

8. Further along in your project & have Building/Trade code questions?
[Apply for an optional Pre-Plan Consultation here!](#)

9. Learn About Drainage Charge Credits. Roof top gardens may be an option for water drainage credits.
[Drainage Program Guides and Application Forms](#)

10. Electrical Utility Connection
[Electrical Service Reconnect Inspection Overview](#)

11. Turn on water service when ready.
[How to Turn On/Transfer/Turn Off Water Service](#)
[Water or sewer service permit flow chart guide.](#)
[Request a permit for the water and sewer system.](#)
[DWSD Permits / Stormwater / Drainage Meeting Request](#)

2



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City Departments Discussion
BUILDING, SAFETY ENGINEERING, AND ENVIRONMENTAL—ZONING DIVISION
Address: 17761 Mack (Parcel ID: 21001579.002L)
Zoning District: B4 General Business District

- DIVISION 5. - B4 GENERAL BUSINESS DISTRICT
 - Sec. 50-9-101. - Description.

Proposed: Restaurant, Standard with drive-through facilities

- Uses Permitted Conditionally: drive-up and drive through facilities and outdoor eating areas.
- Drive-up and drive-through facilities may only be provided in the B3, B4, and B5 districts, and only when approved as conditional uses.
 - Designated outdoor eating areas that are accessory to fast-food restaurants, such as in a courtyard, on a roof, or a deck, may only be provided in the B2, B3, B4, and B5 districts, and only when approved as conditional uses. In other zoning districts where carry-out or fast-food restaurants are permitted by right, such outdoor eating areas may be provided on a by-right basis.
 - [Sec. 50-12-511 - Carry-out, fast-food and standard restaurants.](#)
 - [Sec. 50-12-311 - Restaurants, standard.](#)
 - [Sec. 50-12-310 - Restaurants, carry-out and fast-food.](#)
 - [Subdivision H - Vehicle Stacking Areas](#)
 - [Sec. 50-14-201 - In general.](#)
 - [Subdivision I - Off-Street Parking Area Design](#)
 - [Sec. 50-14-221 - General design principles \(for off-street surface parking lots and areas, both for accessory parking and commercial parking\).](#)

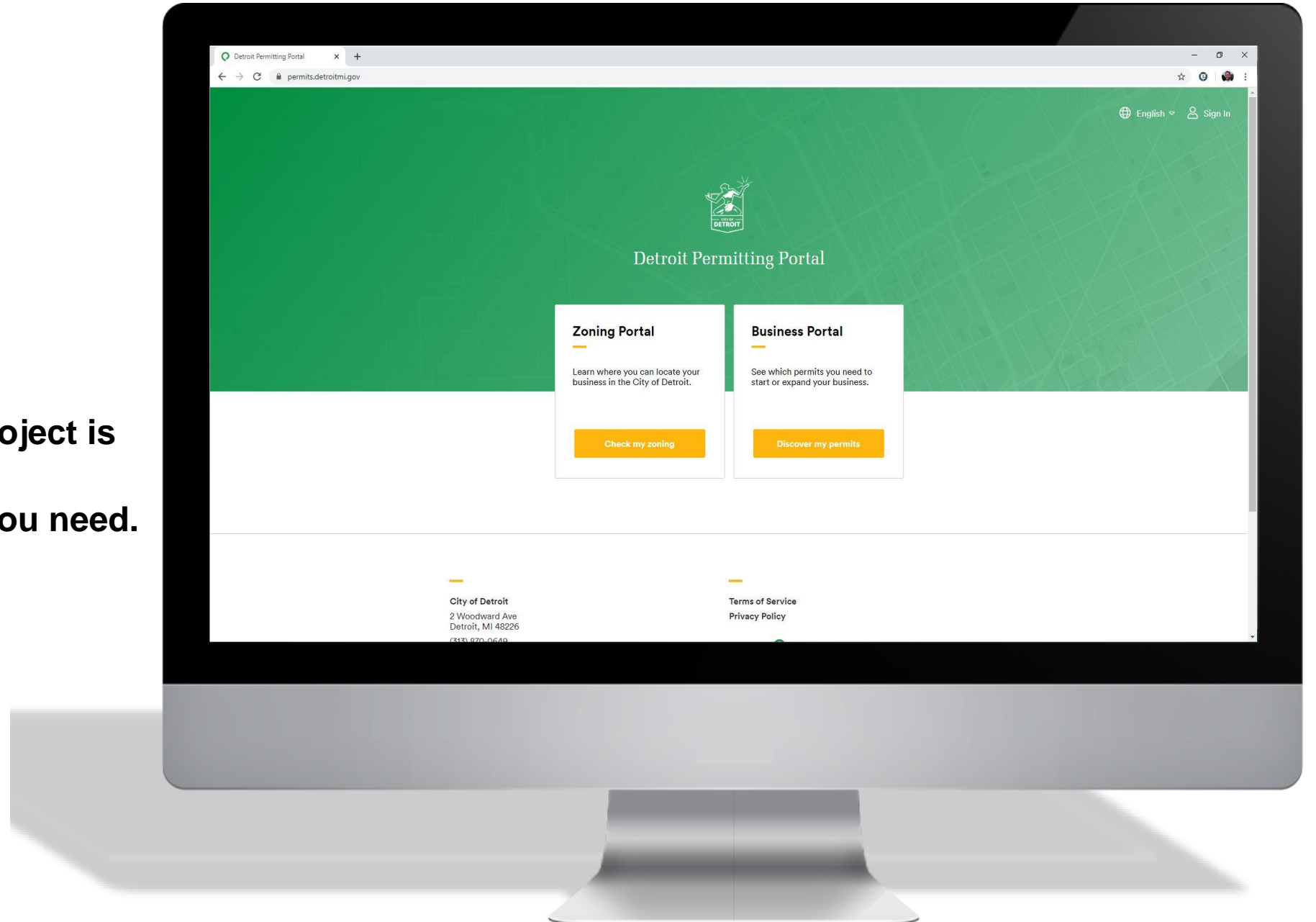
PLANNING & DEVELOPMENT DEPARTMENT (PDD)—DESIGN REVIEW
Zachary Funk

- The drive through vehicle stacking area is potentially blocking parking spots.
- We would be looking for a safe pedestrian walk from the sidewalk to the building to get to the walk-up window.
- We encourage design that fits in with the neighboring buildings and limited use of bold wall coloring.
- Match the color of the trash enclosure to the color of the primary building.
 - [Sec. 50-14-364 - Screening of refuse receptacles and waste removal areas.](#)
- An escape lane is required and stacking spaces may not impede on off-site traffic movements
 - [Sec. 50-14-203 - Design and layout.](#)
- Rooftop units or equipment are to be screened from view.
 - [Sec. 50-14-416 - Mechanical, electrical, and telecommunications equipment screening.](#)

3

PERMIT RESOURCE

- Learn where your project is allowed.
- See which permits you need.
- What is the cost.





Summary



REQUIRED PERMITS

Building Permit

| | |
|------------------------------|----------|
| New Buildings, And Additions | \$730.00 |
| Fire Plan Review | \$150.00 |
| Electrical Plan Review | \$35.00 |
| Mechanical Plan Review | \$35.00 |
| Plumbing Plan Review | \$35.00 |
| | <hr/> |
| | \$985.00 |

Business License

Your business will need a Business License in order to operate within the City of Detroit.

| | |
|----------------------|----------|
| Business License Fee | \$474.00 |
| Recurs annually | |
| | <hr/> |
| | \$474.00 |

DWSD Fees

The Post-Construction Stormwater Management Ordinance requires that development projects include stormwater management infrastructure.

Implementation of stormwater infrastructure is a requirement for a Certificate of Occupancy from the Buildings, Safety Engineering, and Environmental Department (BSEED).

| | |
|-------------------------------------|------------|
| Base Stormwater Management Plan Fee | \$2,550.00 |
| Water Tap, Hydrant Inspection | \$650.00 |
| Sewer Inspections | \$650.00 |
| | <hr/> |
| | \$3,850.00 |

Electrical Permit

Please note that additional fees may apply, depending on the amount of inspections required for your project.

| | |
|--|----------|
| Base Fee | \$50.00 |
| Adjustment (Electrical Part A has a minimum fee of \$75) | \$25.00 |
| (B4) Multi-Family & Commercial Rough Inspection | \$65.00 |
| | <hr/> |
| | \$140.00 |

Mechanical Permit

Motor City Re-Store

Your business may be eligible for the Motor City Re-Store grant.

Motor City Re-Store gives Detroit's neighborhood businesses a boost in curb appeal through matching grants that improve their storefronts, making our commercial corridors more walkable, more attractive, and better for business.

Plumbing Permit

| | |
|----------------------------------|---------|
| Application Fee (Non-Refundable) | \$50.00 |
| | <hr/> |
| | \$50.00 |

Site Plan Review

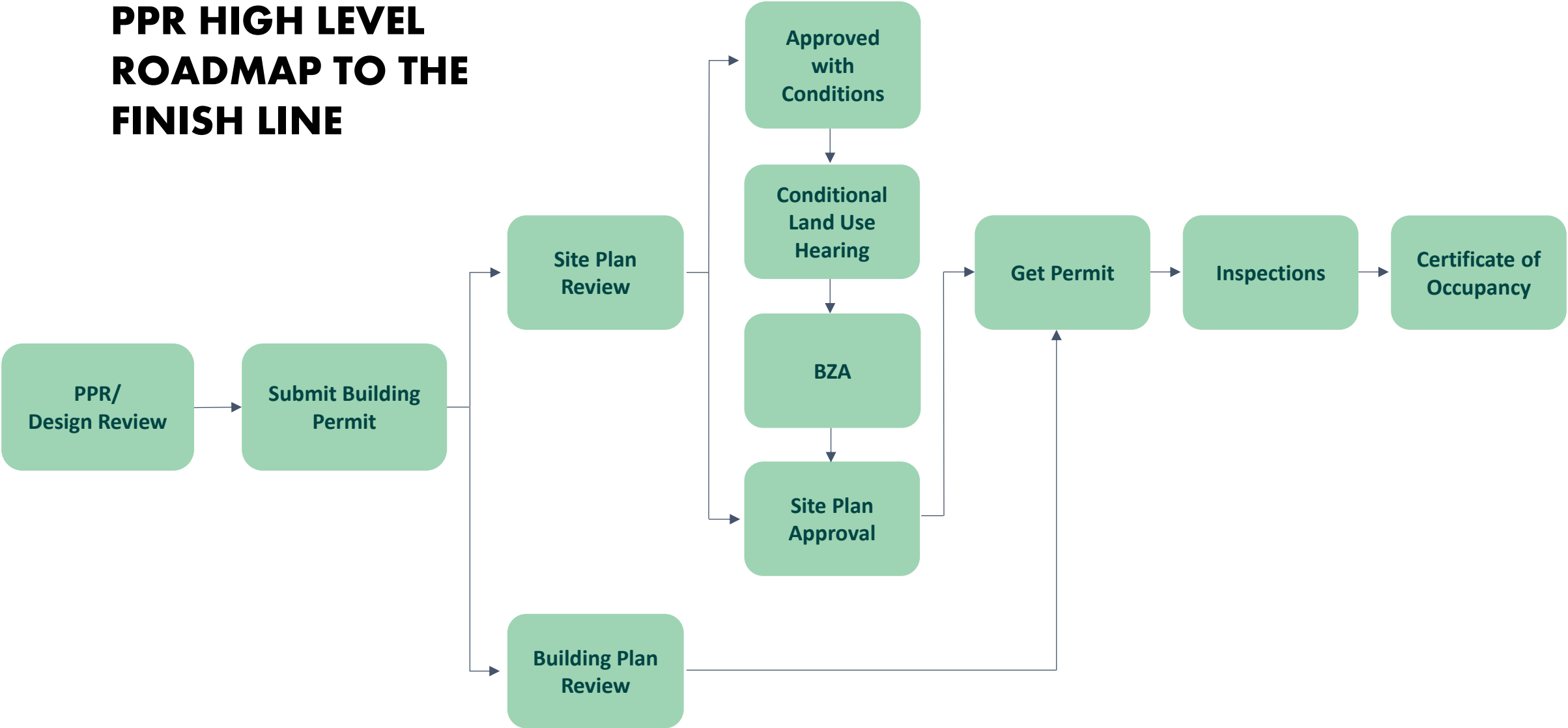
Site Plan Review (SPR) is mandated by the City of Detroit Zoning Ordinance Chapter 50 in several specific instances including all Conditional Land Uses (Section 50-8-72). Depending on the zoning district, either the Planning and Development Department (P&DD) or City Council (through the City Planning Commission) has the power to review and approve site plans. BSEED is authorized to participate in the review process.

| | |
|-----|----------|
| Fee | \$160.00 |
| | <hr/> |
| | \$160.00 |

Total Cost **\$6,945.00**

Recurring cost \$1,074.00

PPR HIGH LEVEL ROADMAP TO THE FINISH LINE



Permits

- **When are they needed for residential**

- *Minor Alterations and Repair Work.*

A **homeowner** can pull all permits for work anytime the owner is going to use it as their primary residence.

If it will be a **rental property** or **resale property**, the building permit is the only permit that can be pulled by the owner. The trade permits (electrical, mechanical, and plumbing) will have to be pulled and work will need to be done by a licenses professional.

- **Are there major process differences between commercial and residential**

- *The Major difference is that Commercial Requires Signed & Sealed Drawings for ALL work.*

- *Anyone can pull the permit when you have signed & sealed drawings.*

- *Residential Code used when the work is performed on 1 & 2 family dwellings/Townhouses*

- *Building Code used when its 3 dwelling units or more.*

- *Rehab Code used on “existing” structures having Certificate of Occupancy*

- **How to submit requests (ePlans)/get the process started**

- *Create eLAPS & ePLANS account*

- **Step by Step Guide**

Welcome to the City of Detroit eLAPS Home Page

(Electronic Licensing and Permitting System)

- Home
- Permits
- Licenses
- Planning
- Business License
- Code Enforcement

Advanced Search ▾

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?

To get started, select one of the services listed below:

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

For assistance, please email
BSEESupport@detroitmi.gov

STEP 1: ELAPS (ACCELA)

Create an eLAPS (Accela) Account

create an **eLAPS (Accela)** account so that you can submit permit applications for permitting.

eLAPS (Accela) is only for permit application submittal. It is not for uploading drawings and/or documentation for review.

STEP 2: SUBMIT A PERMIT

It's Time To Submit For A Permit!

- ✓ **eLAPS** account created.
- ✓ Attached any needed **licenses**.
- ✓ **Licenses approved** by the BSSU staff.

5 different permits reviewed by the Plan Review Division:

1. **Building Permits**
2. **Temporary Use Permits**
3. **Sign Permits**
4. **Awning Permits**
5. **Demolition permits**

The process for submitting for all 5 of these permits is basically the same process. Any other permits are not germane to the Plan Review division.

STEP 3: SUBMIT YOUR DRAWINGS

Submit Your Drawings For Review Using ePLANS (ProjectDox)

ePLANS (ProjectDox) account is created for you once you have successfully created an eLAPS (Accela) account and submitted an eLAPS (Accela) permit application.

It will take 24 to 48 hours after your submittal of your application in eLAPS (Accela) to create your ePLANS (ProjectDox) account.

The project number created in ePLANS (ProjectDox) will be the same as project number created in eLAPS (Accela).

Already have an ePLANS (ProjectDox) account?

Use the same email address as the applicant when submitting for permits through your eLAPS (Accela) account. Your existing ePLANS (ProjectDox) account will be connected to your eLaps (Accela) permit submittal through the email address.

STEP 4: CHECK PERMIT STATUS

Checking the status of your project in ePLANS (ProjectDox)

- What's the status of my review?
- What reviews have been completed?
- What reviews have not been completed?
- What corrections do I have?

Since your review is being conducted within **ePLANS (ProjectDox)**. You should only be logging into **ePLANS (ProjectDox)** to answer these questions, not **eLAPS (Accela)**.

STEP 5: PERMIT STATUS

Applicant Corrections or Approved

Applicant Corrections



This means that your review has not been approved and there are corrections that need to be addressed. We covered one method of how to locate these corrections and download them in **Step 4**. You will receive an **Applicant Resubmit Task** notification from **ProjectDox** that your project has corrections that need to be addressed. This process will continue for multiple cycles until your project receives a status of **Approved**.

Approved



Verify Payment Complete status. Any additional fees due are added to your **eLAPS (Accela)** account.

Login to your **eLAPS (Accela)** account and pay these additional fees for the permitting process to continue.

When all additional fees are paid or if there were no additional fees required, your submitted plans and documents are stamped for approval. You will receive a **New Batch File Stamp Notification** email from **ProjectDox**.

STEP 6: PERMIT ISSUED!

Permit Issued in eLAPS (Accela)

Along with the stamping of your approved plans and documents, a permit is issued for your project in your **eLAPS (Accela)** account.

Construction Documents

The plans required are as follows:

SITE PLAN

Sealed and signed by a Michigan licensed architect/professional engineer/ surveyor applicable.

View an example here: <https://bit.ly/3ojlp97>.

- Actual address of the project (suite number and floor number, if applicable)
- Show the size and shape of the lot
- Identify the property lines with dimensions
- Show all buildings and structures
- Provide distances between the buildings/structure and to the property lines
- Show the street and alleys
- Indicate the North direction
- Show the parking spaces (standard and accessible), and provide parking calculations
- Show all utilities
- Provide accessibility routes including ramps as required

ARCHITECTURAL PLAN

Sealed and signed by a Michigan licensed architect/professional engineer.

- Provide a building information block containing:
 - Occupancy: type of construction,
 - Area of each building and each tenant space,
 - Sprinklers: yes or no; fire alarms: yes or no; emergency lighting: yes or no,
 - Number of exits required,
 - Number of floors in the building,
 - Floor number of project area.
- Show complete floor layout including equipment.
- Identify fire area separation walls.
- Identify the use of each room.
- Show all doors and windows and state the size of each.
- Show the complete exiting layout.
- Provide accessibility routes including ramps as required.
- Provide a wall schedule to identify walls to be demolished, new or existing, load bearing or non-bearing
- Show heights of all walls.
- Provide dimensions of rooms, corridors, doors etc. Complete dimensioning is required. No scaling of drawings allowed.
- State the occupancy classification of the adjoining suites.
- Show accessibility information to include location of accessible elevators and restroom facilities.
- Show elevations and sections as necessary for the code compliance evaluation.

PLUMBING & MECHANICAL PLAN

Sealed and signed by a Michigan licensed professional engineer.

- Provide complete floor plan of mechanical layout (e.g., ductwork, a/c units, air handlers, diffusers, etc.).
- Provide complete floor plan showing restrooms, water closets, sinks, lavatories, etc.
- Provide a plumbing isometric drawing (drains, waste and vent systems).
- Provide water meter size and fixture unit calculations.
- Provide roof drainage calculations.
- Provide site drainage drawings and calculations.
- Provide a gas pipeline isometric drawing.
- Provide mechanical ventilation calculations.

ELECTRICAL PLAN

Sealed and signed by a Michigan licensed professional engineer.

- Show the location of the service connection.
- Show the location of each sub panel.
- Provide lighting floor plan.
- Provide power floor plan showing receptacles, switches, outlets, etc.
- Provide a one-line drawing of the complete electrical showing:
 - Service voltage, ampacity, phases and overcurrent devices
 - Maximum available fault current
 - Conductor sizes
 - Sizes and types of wire of all grounding and bonding conductor, and grounding detail
 - Show the sub panel and sizes of the feeders
- Exterior lighting plan including fixture types, wattage, and conductor sizes.
- Nameplate rating for all motors, elevators, a/c units and equipment.
- Provide panel schedule (for each sub panel) showing:
 - Panel number (identity of the panel)
 - Size of main breaker as applicable
 - Available fault current, fault current calculation and panel a/c rating
 - Total load calculations
- Identify any hazardous or classified areas as per NEC.

STRUCTURAL DRAWINGS

Sealed and signed by a Michigan licensed professional engineer.

- Foundation plan, floor framing plan, roof framing plan, wall framing, cross sectional views, connection details, header details, calculations (sealed), and soil reports
- For remodeling and alterations provide structural calculations addressing additional loads to building

DETAIL DRAWINGS

Sealed and signed by a licensed Michigan architect/professional engineer.

- Cross sectional views, wall details, material list for finishes, door schedule, window schedule, and hardware schedule.

NOTE: additional drawings may be required depending on project complexity.

SOIL EROSION & SEDIMENTATION CONTROL PERMIT

Obtain a soil erosion and sedimentation control permit (if required) from the Wayne County Department of Environment, Land Resources Management Division, 3600 Commerce Court, Building E, Wayne, MI 48184. Telephone: (734)326-3936; Fax: (734)326-4421.

APPROVAL BY OTHER AGENCIES OR DEPARTMENTS

Review and approvals by other agencies and departments, such as Fire Marshal, Water & Sewerage Department, Department of Public Works (traffic engineering, curb cuts, encroachment), and Department of Health and Wellness Promotion, may be necessary before a permit can be issued.

ADDITIONAL RESOURCES

For detailed information to the BSEED Development Resource Center - [DRC - Plan Review](#)

If your property is in a **Historic District** – [Historic District Commission Information](#)

If you are planning a restaurant or serving food contact your local **Health Department - [Restaurant Plan Review](#)**

YOU HAVE THE DRC TEAM FOR THE LIFE OF YOUR PROJECT. WE WILL FACILITATE ANY DISCUSSIONS OR ISSUES THAT YOU MAY HAVE.



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Buildings Safety Engineering & Environmental
Department
www.bseed/detroitmi.gov

Development Resource Center
www.drc/detroitmi.gov