# **Charter Township of Shelby Development Guide**

-Retail Approval Process for New Construction-

#### **Option 1**

#### Normal Review w/ Pre**liminary Staff Review**

Staff Involved: Planner, Engineer, Site Plan Review Police, Fire, Bldg. Dept., DPW, Assessing, Dept. of Roads, and UCS (Planning and

> Duration of Review: 2-3 weeks for Staff and 2-3 weeks for Planning Commission = 4-6 weeks TOTAL

### Option 2

#### No Preliminary Review

Staff Involved: Same as Option 1, but no recommendations provided by a Staff Review

Duration of Review: 2-3 weeks including Planning Commission Review

### **Option 3**

#### **Administrative Approval**

Duration of Review: 1 week (minor site changes)

# **Step 2(a):**

Plan Review/Permitting (Building Dept.)

Process: Reviewing Building **Construction Plans** 

Step 1:

Zoning Dept.)

Staff Involved: Plumbing, Electrical, Mechanical, Fire Dept., and Bldg. Dept.

Duration of Review: 4 weeks (1-2) additional weeks if review of revised plans is necessary)

Process: Clearing Development for County/State Agencies

Staff Involved: Dept. of Roads, Health Dept., Soil Erosion, MDEQ, etc.

Duration of Review: Variable Time Frame

# **Step 2(b):**

Engineering Review (DPW & *Township Engineer)* 

Process: Reviewing Building Construction Plans

Staff Involved: DPW and the Township Engineer

Duration of Review: 2-3 weeks (1-2) additional weeks if review of revised plans is necessary)

\*\*Steps 2(a) and 2(b) are concurrent review processes\*\*

# Charter Township of Shelby Development Guide

Retail Space Build-Out

\*\*Retail Space Build-Outs are Handled by the Building Dept.\*\*

Step 1

Process: Building Plan Review

Staff Involved: Plumbing, Electrical, Mechanical, Fire,

and Bldg. Inspector

Duration of Process: 2-4 weeks

Step 2

Process: Obtaining a Certificate of Zoning Compliance

Staff Involved: Planning, Fire, and Police

Duration of Process: 1 week

Step 3

Process: Building Plan Revisions

Staff Involved: Building Dept.

Duration of Process: 1 week

Step 4

Process: Issuing Permit and Beginning Construction

Staff Involved: Building Dept.

Duration of Process: Variable Time Frame

Step 5

Process: Building Inspections

Staff Involved: Building Dept.

Duration: 24-hr Response for Inspections/Re-inspections

Step 6

Process: Obtaining Final Occupancy Permit

Staff Involved: Building Dept.

Duration of Process: N/A