

City of Richmond

Development
Guidebook

September 2019

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About the City of Richmond

The City of Richmond is a walkable and safe community in Southeast Michigan. Located in Michigan's Lower Peninsula, Richmond has a unique [history](#).

The City's 6,000+ residents have chosen one of the state's most "walkable" and safe communities where the arts are celebrated, parks are protected, and the entrepreneurial spirit is supported. Thank you for joining us.

About the Development Guidebook

This guide provides a general overview of the City of Richmond's development approval process. It is meant to help residents, developers, investors, and others understand the review and approval process for any size project from concept through occupancy. Consultation with staff and/or outside professionals is recommended for most projects. You can also learn more online at www.cityofrichmond.net.

Key Staff

City Manager's Office

Jon Moore, City Manager 586-727-7571 jmoore@cityofrichmond.net

Planning & Economic Development

Troy Jeschke, City Planner 586-727-7571 tjeschke@cityofrichmond.net

Building & Safety

Becky Focht, Building Clerk 586-727-7571 bfocht@cityofrichmond.net

Public Works

Jim Goetzinger, Director 586-727-7575 richmonddpw@comcast.net

Outside Agencies

Additional agencies may hold jurisdiction on particular development issues within the City of Richmond depending on the project. The following list includes the most commonly involved outside agencies.

Semco Energy (Natural Gas)	800-624-2019	www.semcoenergygas.com
DTE (Electricity)	800-477-4747	www.dteenergy.com
Macomb County Public Works Department, 21777 Dunham Road – Clinton Township	586-469-5325	public.works@macombgov.org
Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens		
Bryan Santo (Director)	586-463-8671	geninfo@rcmcweb.org
Michigan Department of Transportation, 26170 21 Mile Road, Chesterfield Township		
Gary Phillips (Utilities/Permits)	810-650-2009	PhillipsG@michigan.gov
MISS DIG	811	www.missdig.org

Boards and Commissions

[Click here to learn more about the City's boards and commissions.](#)

Most development applications are considered by the Planning Commission. Other boards or commissions may become involved in your application if appeals, variances, rezoning or text amendments, or incentives are involved. Staff can direct you to the appropriate boards for your particular case.

City Council

Meets 1st and 3rd Mondays Staff Liaison: Jon Moore

Planning Commission

Meets 2nd Thursday Staff Liaison: Troy Jeschke

Zoning Board of Appeals

Meets 2nd Thursday Staff Liaison: Troy Jeschke

Tax Increment Finance Authority (TIFA)

Meets 4th Wednesday Staff Liaison: Jon Moore

Economic Development Corporation (EDC) / Brownfield Redevelopment Authority

Meets bi-monthly, 3rd Thursday Staff Liaison: Troy Jeschke

Wellhead Protection Committee

Meets as needed Staff Liaison: Jim Goetzinger

Master Plan

[Click here to view the City's Master Plan.](#)

[Click here to view the City's Future Land Use Map.](#)

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions. The current Master Plan was adopted in 2018.

Zoning Ordinance / Map

[Click here to view the City's Zoning Ordinance.](#)

[Click here to view the City's Zoning Map.](#)

The zoning ordinance regulates the use and development of land within the City of Richmond. Standards are in place that apply both citywide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the City.

Incentives

[Click here to learn more about development incentives.](#)

A variety of development incentives may be available for your project. The City has a tax increment financing authorities (TIFA), and other opportunities to help make your project a reality.

Costs

[Click here to learn more about development costs.](#)

Notification Procedures

The City of Richmond meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended).

The City of Richmond publishes notices in the North Macomb Voice Newspaper (<http://www.voicenews.com>) and mails notices to all persons owning property and occupants of property within 300 feet of the boundary of the property for which approval is requested at least fifteen (15) days before the hearing.

For applications which require a public hearing, the City will require you to place a zoning notification sign at the subject property up to fifteen (15) days before the hearing. Failure to post the notice sign may result in postponement of your application by the Planning Commission. The Planning and Community Development Department will notify you of signage requirements at submittal.

Land Use Applications

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the City of Richmond Zoning Ordinance.

Most land use applications are circulated to other reviewers outside of the Planning and Economic Development Department for comment.

[Click here for more information on Building Department standards and permits.](#)

[Click here for more information on Department of Public Works standards and permits.](#)

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	<i>Makes Recommendation</i>	<i>Approves</i>			
	Planning Commission	Planning Commission	City Council	Zoning Board of Appeals	Administrative (Staff)
Site Plan		X			X (limited*)
Special Use Permit		X			
Rezoning	X		X		
Text Change / Ordinance	X		X		
Zoning Compliance					X
Variance				X	
Appeal				X	

*The City Planner may allow a site plan for a use that is similar or less intense, provided that significant site changes are not required. The City reserves the right to take projects eligible for administrative review to the Planning Commission for review.

Zoning Compliance

Prior to considering any alterations to an existing structure or use, you are strongly encouraged to consult with the Planning and Economic Development Department to confirm that the structure and/or use proposed conform to the requirements of the zoning ordinance. Upon request, the City will provide a Zoning Compliance letter.

Pre-Application Meeting

A pre-application meeting with City staff is required prior to submitting any development application. At this meeting, staff from Planning, Public Works, Fire, and Building Safety can provide a preliminary review of a site plan, explain zoning requirements, and discuss project timelines. Pre-application meetings often address circumstances that would otherwise result in an application being postponed or denied. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (586) 727-7571 or email tjeschke@cityofrichmond.net to schedule an appointment.

Community Input

All applicants – particularly those applying for a Special Use Permit or Rezoning, are strongly encouraged to seek input from neighboring residents and businesses prior to filing out an application with the City. This outreach can help to identify potential issues and allow time to address them prior to review. City staff can provide contact information for adjacent property owners and tenants upon request. If a meeting is held with adjacent owners and tenants, it is suggested that you gather the names of attendees and prepare a summary of the discussion. These materials can be submitted with your application to the City.

Site Plan Review

[Click here to review the Formal Site Plan Review application.](#)

[Click here to review the Conceptual Site Plan Review application.](#)

[Click here to review Article 18 \(*Site Plan Review*\) of the zoning ordinance.](#)

Site Plan Review and approval of all development proposals is required to ensure that the City of Richmond develops in an orderly fashion in accordance with the zoning ordinance and Master Plan. It is recommended that all potential applicants consult with the Planning and Community Development Department regarding compliance with the zoning ordinance. Most applications for site plan review are reviewed and approved by the Planning Commission.

Administrative Site Plan Review: Less complex site plans and minor modifications may be eligible for consideration for administrative approval. In accordance with Section 18.02.B of the zoning ordinance, the City Planner may review and approve applications for site plan review for projects that are a change in use to a similar or less intense use, provided that significant site change are not required. Requests for administrative review should be discussed with the City Planner prior to submittal.

The City reserves the right to take all site plan applications before the Planning Commission for consideration.

Conceptual Site Plan Review: The City of Richmond offers conceptual site plan reviews which are less detailed and do not need to be prepared by a licensed architect or engineer. An applicant may file a written request for a conceptual review of a preliminary site plan by the Planning Commission, prior to submission of a formal site plan review.

A site plan submitted for conceptual review shall be drawn to scale, and show site development features in sufficient detail to allow the Planning Commission to evaluate the following:

1. Relationship of the site to neighboring properties.
2. Density of development (with an indication of building height/number of stories).
3. Adequacy of landscaping, open space, vehicular drives, parking areas, drainage, and proposed utilities.
4. Conformance with city development policies and standards.

Conceptual review fees shall be paid according the fee schedule established by the City Council. No formal action shall be taken on a site plan submitted for conceptual review, and neither the applicant nor the planning commission shall be bound by any comments or suggestions made during the course of the conceptual review.

Formal Site Plan Review: Site plan will be reviewed based on the limits set forth in the Zoning Ordinance. Specifically, Section 18.03 (Required Information for Site Plans) outlines the required items for review by the Planning Commission. For your convenience, the required items have been compiled into an easy-to-use checklist attached to the [site plan review application packet](#). Prior to making any application for Site Plan Review, please read Article 18 (Site Plan Review) of the city's Zoning Ordinance.

Revised Site Plans: A request to revise, modify or change an approved site plan shall be treated as a new application. Any changes to an approved site plan should be discussed with the City Planner prior to implementation.

Time Limit of Approval and Work Completion: Site Plan approval is valid for one year from the date of approval. Extension requests shall be made in writing to the Planning and Economic Development Department prior to approval expiration and may require the review of the Planning Commission.

Appeals: If a site plan review application is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Planning and Economic Development Department. [Click here](#) to read more about filing an appeal.

Costs: The cost of a Site Plan Review Application can be found on our [City Fee Schedule](#).

Site Plan Review Timeline

Step	Description	Timing
Pre-Application Meeting	See "Pre-Application Meeting" earlier in this document.	Prior to application submittal.
Application Submittal	Applicants shall submit an application for Site Plan Review to the Planning and Economic Development Department. The information required for Site Plan Review is listed on the application form. The applicable filing fee is required at submittal.	Generally the third Monday of the month prior to the meeting. Click here to view the current schedule.
Review	Upon receipt of a complete application, staff and outside agencies, as applicable, will provide a review and recommendation on the Site Plan based upon the requirements of the zoning ordinance and other applicable standards. Staff will also determine if the application is eligible for administrative approval.	
Approval	<p>Upon determination of staff and/or the Planning Commission that the Site Plan is or is not in conformance with the standards of the zoning ordinance, the Site Plan shall be granted approval, approval with conditions, or denial. All conditions imposed on approval must be resolved in order to receive final site plan approval and prior to making application for building permits.</p> <p>Upon approval of a Conceptual Site Plan Review by the Planning Commission, the applicant shall reapply with more detailed plans including all applicable engineering and architectural plans to be considered by the Planning Commission at a future date.</p>	<p>Planning Commission Review: Generally the second Thursday of the month (3-4 weeks after submittal).</p> <p>Administrative Review: Generally 1-2 weeks after submittal.</p>
Permit	Application may be made for all necessary building permits with the Building Safety Department and Division of Public Works.	Within one year of site plan approval.

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Special Condition Uses

[Click here to review the Special Condition Uses application.](#)

[Click here to review Article 17 \(*Special Condition Uses*\) of the zoning ordinance.](#)

A land use designated as a 'special condition use' in a particular zoning district is one that, because of its inherent nature, extent, or external effects, generally is not permitted in the district but could be if subject to standards and restrictions to ensure the use is located, designed, and operated in a manner harmonious with neighboring development and does not adversely affect the public health, safety, and general welfare. No special land use is permitted without a Special Condition Use Permit issued in accordance with the zoning ordinance.

All applications for special condition use permits (and associated site plan reviews) are reviewed and approved by the Planning Commission.

Appeals: If a special use permit is denied, the decision may be appealed to the Zoning Board of Appeals. Application must be made within 30 days of the decision. Applications should be submitted to the Planning and Economic Development Department. [Click here](#) to read more about filing an appeal.

Costs: The cost of a Special Condition Use Application can be found on our [City Fee Schedule](#).

Special Use Permit Timeline

Step	Description	Timing
Pre-Application Meeting	See "Pre-Application Meeting" earlier in this document.	Prior to application submittal.
Application Submittal	Applicants shall submit Special Use Permit application to the Planning and Economic Development Department. The information required for review is listed on the application form. Many Special Use Permit applications also require a Site Plan Review; please check with the Planning and Economic Development Department regarding your proposed use. The applicable filing fee is required at submittal.	Generally the third Monday of the month prior to the meeting. Click here to view the current schedule.
Notice of Public Hearing	Upon receipt of a complete application, staff will make proper notification of the meeting. The applicant is responsible for posting a zoning notification sign(s) on the subject property.	At least 15 days before the hearing.
Review	The City Planner (and other staff as appropriate) will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.	
Public Hearing & Approval	Upon receiving the staff report and conducting a public hearing, the Planning Commission will approve, approve with conditions, or deny the Special Use Permit. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards of the zoning ordinance. All conditions imposed on approval must be resolved in order to receive final Special Use Permit approval and make application for building permits.	Generally the second Thursday of the month (3-4 weeks after submittal).
Permit	Application may be made for all necessary building permits with the Building Department and Department of Public Works.	Within one year of site plan approval.



Zoning Amendments

[Click here to review the Rezoning application.](#)

[Click here to review the Implementation section of the Master Plan that gives criteria for the consideration of rezonings.](#)

Zoning divides land into categories according to their character and use and sets regulations for these categories. When a property owner wants to develop or use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification which permits the desired development or use. A rezoning is a legislative process that will amend the zoning map and/or text of the zoning ordinance. The City Council has the authority to approve or deny rezoning requests and receives a recommendation from the Planning Commission prior to such actions.

The Planning Commission or City Council may of its own motion, or upon petition by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

Costs: The cost of a Zoning Amendment can be found on our [City Fee Schedule](#).

Zoning Amendment Timeline

Step	Description	Timing
Pre-Application Meeting	See " Pre-Application Meeting " earlier in this document.	Prior to application submittal.
Application Submittal	The applicant shall submit the required information to the Planning and Economic Development Department. The applicable filing fee is required at submittal.	Generally the third Monday of the month prior to the meeting. Click here to view the current schedule.
Notice of Public Hearing	Upon receipt of a complete application, staff will make proper notification of the meeting. The applicant is responsible for posting a zoning notification sign(s) on the subject property.	At least 15 days before the hearing.
Review	Staff will provide a review and recommendation regarding the rezoning request based upon the criteria contained in the zoning ordinance.	
Planning Commission Public Hearing & Recommendation to the City Council	The Planning Commission will receive the staff report and conduct a public hearing. The Planning Commission will make a recommendation to the City Council to approve, approve with conditions, deny or postpone the rezoning request.	Generally the second Thursday of the month (3-4 weeks after submittal).
City Council Action	Upon receiving a recommendation from the Planning Commission, the City Council will either introduce and give first reading to the proposed amendment or remand the proposed amendment back to the Planning Commission for further consideration. Following the introduction and first reading, the City Council will give second reading and adopt the proposed amendment.	Generally 3-4 weeks after Planning Commission recommendation is received.
City Council Approval	Once the City Council approves the amendment to the zoning ordinance, a Notice of Amendment will be published within fifteen (15) days in the North Macomb Voice Newspaper.	Effective 25 days after approval by City Council.

Variations and Appeals

[Click here to review the Appeal application.](#)

[Click here to review the Variance application.](#)

[Click here to review Sections 154.606-611 of the zoning ordinance.](#)

The Board of Zoning Appeals (BZA) is the legislatively appointed body that can permit variations from the zoning ordinance. The BZA can also hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language. An applicant or any other aggrieved party may file an application to the BZA.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping, or other treatment that will, in the board's judgment, be reasonably necessary to the furtherance of the intent of the zoning ordinance and the protection of the public interest. The breach of any condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of the zoning ordinance becomes null and void after one year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

The BZA may grant an extension for a period not to exceed one year for an approved variance. The applicant must request an extension in writing to the BZA prior to the expiration date of the original approval. The BZA will determine if the relevant facts of the appeal have or have not significantly changed. If the BZA determines that relevant facts have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the zoning ordinance.

After a variance has been denied in whole or in part by the board, then no application shall be resubmitted for a period of one year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the board when, in the opinion of the Planning Director or BZA, newly discovered evidence or changed conditions warrant such reconsideration.

Costs: The cost of a Variance Application can be found on our [City Fee Schedule](#).

Board of Zoning Appeals Timeline

Step	Description	Timing
Application Submittal	The applicant shall submit the required information to the Planning and Economic Development Department. The applicable filing fee is required at submittal.	Generally the third Monday of the month prior to the meeting. Click here to view the current schedule.
Notice of Public Hearing	Upon receipt of a complete application, staff will make required notification of the meeting.	At least 15 days before the hearing.
Review	Staff will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance.	
Public Hearing & Zoning Board of Appeals Decision	Upon hearing staff's review and conducting the public hearing, the BZA shall approve or deny the variance and/or appeal. The decision will be accompanied by a finding of fact explaining the basis for the decision.	Generally the second Thursday of the month (3-4 weeks after submittal).



Residential and Commercial Construction Projects

[Click here to learn more about third party fire review.](#)

[Click here to review the Building Permit applications.](#)

[Click here for the Building Permit Fee Schedule.](#)

Commercial projects, including multiple-family and non-family residential housing, require design documents prepared by a licensed architect or engineer.

Residential projects are not required to be prepared by a licensed architect or engineer. However, all plans must be drawn to scale. The only exception is a plot plan for a new housing unit must be prepared by a licensed architect or engineer.

All required zoning approvals must be obtained prior to application and issuance of any building permits.

Please note that the City of Richmond Building Department requires all contractors to submit plans for review of all sprinkler systems, fire detection and alarm systems, and gas suppression or dry chemical systems and that these plans and inspections may be conducted by a third party at the expense of the applicant.

Step 1. Application Submission: The following items should be included in the permit application:

- *Checklist* - A checklist shall be completed for the project to identify other permits and/or approvals required as part of the construction project.
- *Permit Application* (Building, Zoning & Demolition)
 - An application shall be completed based on the proposed project, i.e. Building, Zoning or Demolition.
 - Applicant shall complete section IX of the Building Permit application for all construction projects consistent with the information noted on the construction plans.
 - A detailed building and lot plan shall be provided as prescribed in the permit application. Projects requiring formal site plan review before the Planning Commission (Rooming Dwellings, RSO Dwellings, Apartment Buildings, Commercial Buildings and Industrial projects) shall receive approval prior to making application for a building permit. A copy of the approved site plan shall accompany the permit application. Questions regarding exception to this requirement should be directed to the City Planner or the Building Official.
 - The Application shall be signed and dated by the property owner and the agent.
- *Application Fee* - For the purpose of calculating a permit fee, see the City of Richmond's fee schedule.
- *DPW Approvals* - Copies of approval for work in the ROW, Water and Sewer tap-in and the storm water work shall be provided as part of the submittals on the project (Refer to Checklist). The actual water and sewer tap-in permits are issued by the City of Richmond Building Department.
- *Driveway Permits* - Copies of the DPW permit/s authorizing work within the City's right-of-way shall be provided for all new and/or altered driveways. Where access is

- planned out of the site to a County or MDOT right-of-way, permits shall be secured from those agencies and copies shall be included as part of the submittals on the project.
- *Construction Plans - 3 Sets*
 - Plans to bear the seal & signature of the registered design professional in charge
 - Architectural and structural plans
 - Electrical, Plumbing and Mechanical plans
 - Plans to denote "Deferred Submittals", i.e., Fire Alarm, Sprinkler, Hood Systems, etc
 - Statement of Special Inspection to be provided per chapter 17 of the MBC
 - Soils Report per chapter 18 of the MBC
 - Verification the project complies with the State Energy Code
 - Design loads with structural calculations shall be provided
 - Truss Drawings to be filed with permit when applicable
 - Specifications shall be provided with construction plans
 - *Soil Erosion and Sedimentation Control* - A permit (issued by Macomb County) is required where the project involves an earth change within 500 feet of a river, open drain or disturbance of more than one (1) acre of land.
 - *Other Permits* - Where the project involves approval from the State of Michigan for work involving a Wetland or a Floodplain, copies of the permits from the MDEQ shall be filed with the civil drawings for the project. A copy of the Soil Erosion permit, issued by Macomb County, along with a copy of the approved soil erosion plan for the project shall also be filed with the Building Safety Department.

All information noted above shall be submitted with the Building Permit Application and all forms shall be filled out completely.

Step 2. Plan Review:

- The permit application and required submittals will be made part of the plan review process.
- Staff will route copies of the construction plans/details to Department of Fire Safety, Police Department and Department of Public Works for their review.
- Deferred submittals involving fire safety systems (sprinkler, fire alarm, specialty systems) or commercial kitchen exhaust hoods require separate reviews through the Department of Fire Safety. Questions regarding those reviews may be directed to the Building Department (586) 727-7571 ext. 202.
- The Architect of record and the applicant will be notified if information provided does not meet the building code requirements and/or zoning regulations, along with requests for additional information when necessary.
- Once approved, the stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- Any changes in the approved plan shall be resubmitted to the Building Official for approval prior to the change.
- All required inspections will be outlined on the final plan review issued by the Department of Building Safety to be used in conjunction with the approved plans.
- Incomplete applications will be returned to the applicant.

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- Electrical, Plumbing, and Mechanical Permits (trade) permits and/or questions regarding their reviews shall be made to the City of Richmond Building Department at 36725 Division Road, Richmond.

Becky Focht,
Support Staff 586-727-7571 bfocht@cityofrichmond.net

David Hayduk,
Building Inspector 586-727-7571

Gary DeMaster,
Electrical Inspector 586-727-7571

Scott Higgins,
Mechanical Inspector 586-727-7571

Bill Ruff,
Plumbing Inspector 586-727-7571

Work authorized under the trade permits may not begin until review and approval is granted by the City of Richmond following the issuance of the building permit.

Step 3. Permit Issuance:

- Staff will contact the applicant to advise them when the permit is ready.
- Building Permit fees are due at the time of issuance.
- Permit fees can be paid by cash, credit card, debit card, or check.

Step 4. Construction Site:

- The building permit shall be posted on site and maintained throughout the project until a certificate of occupancy is issued (MBC 105.7).
- The address shall be posted with the permit and visible from the street
- The stamped copy of the approved plans shall be maintained on site and available to the inspector throughout construction (MBC 107.3.1).
- All work shall be installed in accordance with the approved plans and code requirements.
- Streets shall be maintained free and clear of mud and/or construction debris.
- Excavations shall be secured during all times when construction staff is not present.
- Construction may only occur between 7am to 8pm per section 96.03 of the City Code.
- MISS DIG must be contacted at 811 or www.missdig.org at least 3 business days prior to any digging or excavation. Locate requests are valid for 21 days.

Codes Currently in Effect

RESIDENTIAL BUILDINGS (Single Family, Duplex or Townhouses)

BUILDING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ELECTRICAL	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
PLUMBING	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
MECHANICAL	2015 - Michigan Residential Code (MRC)	Effective February 8, 2016
ENERGY CODE	2015 - Michigan Energy Code	Effective September 20, 2017
	2015 – MRC Chapter 11	Effective February 8, 2017

COMMERCIAL BUILDINGS

BUILDING	2015 Michigan Building Code (MBC)	Effective April 20, 2017
	2015 Michigan Rehab Code Existing Buildings	Effective April 20, 2017
	2015 International Fire Code (IFC)	Reference Standard 2015 MBC
ACCESSIBILITY	2009 ICC/ANSI A117.1	Reference Standard 2015 MBC
ELECTRICAL	2017 Michigan Electrical Code (MEC)	Effective January 4, 2019
PLUMBING	2015 Michigan Plumbing Code (MPC)	Effective April 20, 2017
MECHANICAL	2015 Michigan Mechanical Code (MMC)	Effective April 12, 2017
	2015 International Fuel Gas	Reference Standard 2015 (MMC) (MBC)
FIRE CODE	2012 International Fire Code (IFC)	Adopted June 1, 2015
SPRINKLER	2013 NFPA-13 (Commercial Buildings)	Reference Standard 2015 MBC
	2013 NFPA-13R (Residential Buildings)	Reference Standard 2015 MBC
	2013 NFPA-13D (One & Two Family Buildings)	Reference Standard 2015 MBC
FIRE ALARM	2013 NFPA-72	Reference Standard 2015 MBC
COMM. HOOD	2013 NFPA-17 (Kitchen Hoods)	Reference Standard 2015 MBC
ENERGY CODE	2015 – Michigan Energy Code (MEC)	Effective September 20 2017

Code books may be purchased on-line through the International Code Council (ICC), National Fire Protection Association (NFPA) or through the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes.

International Code Council

www.iccsafe.org

National Fire Protection Association

www.nfpa.org

LARA (MI Department of Licensing and Regulatory Affairs)

www.michigan.gov/lara

Business Licenses

[Click here to learn more about business licenses.](#)

Certain businesses are required to obtain a license from the County prior to initiating operations. These licenses can be obtained Monday through Friday 8:00 am to 4:15 pm from the Macomb County Clerk’s Office located within the Talmer Building located at 120 N. Main, Mount Clemens, MI 48043.

Fred Miller, County Clerk 586-469-5120

Liquor Licenses

[Click here to learn more about liquor licenses.](#)

Businesses must be approved for a Liquor License with both the Michigan Liquor Control Commission (MLCC) and the City of Richmond in order to sell or serve alcoholic beverages. The City of Richmond also has available Redevelopment Liquor Licenses which require the support of the City Commission prior to issuance by the MLCC.

Most businesses which sell or serve alcohol require a Special Use Permit from the Planning Commission; please contact the Planning & Community Development Department for details.

More information about the application process and licensing can be found through the following sources:

Michigan Liquor Control Commission	517-284-6250	mlccinfo2@michigan.gov
Chief David Teske	586-727-4000	dteske@richmondpolice.net