

## **Policy and Procedure**

Policy Title:

### **Authorities Having Jurisdiction and Construction Inspections**

#### **Policy Statement:**

Construction Projects: and certain components or systems therein, shall be designed, constructed, inspected, and approved for use or occupancy by the appropriate responsible party and the Authority Having Jurisdiction (AHJ)

#### **Procedure:**

##### *Responsibility for Implementation*

Michigan State University Infrastructure Planning and Facilities (IPF) Project Managers shall be responsible for the application of this policy. Project designers, whether University employees, consultants, or contractors; shall assist in identifying the appropriate AHJ and shall submit project design information for plan review and subsequent permitting of the work.

When IPF Planning Design and Construction (PDC) employee teams are working on a project the responsibility for the implementation of this policy shall be specifically and formally assigned to an individual team member to ensure compliance.

*The University as an Autonomous Constitutional Entity*

The Board of Trustees of Michigan State University is a State of Michigan constitutional body corporate. Const. 1963, Art. VIII, § 5. As a constitutional corporation, the Board of Trustees of Michigan State University possesses constitutional autonomy, has plenary authority to adopt its own ordinances and regulations for the operation of its property, and is exempt from local building and zoning ordinances. Const. 1963, Art. VIII, § 5; MCL 390.106. The Board of Trustees of Michigan State University has adopted a set of ordinances and building codes that apply to construction of buildings on land owned by the Board of Trustees of Michigan State University.

The Board of Trustees of Michigan State University also maintains its own processes and personnel for inspections and compliance with its ordinances and regulations, as well as any applicable State of Michigan laws and regulations.

*State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Fire Services (BFS)*

While MSU operates as an independent entity for many construction and safety matters, the State retains fire safety responsibility for dormitory and classroom buildings. Construction projects within either of these two building occupancies shall be developed in accordance with the specific administrative rules promulgated by the BFS. When so required, plans shall be developed and submitted by a registered design professional licensed to work in the State of Michigan; and periodic inspections and final occupancy certification shall be provided by the BFS.

*State of Michigan Elevator Permit*

A State of Michigan Elevator Permit shall be required for all non-routine maintenance elevator work performed on MSU property.

*State of Michigan and Federal Food Facility Inspections*

Any MSU facility being constructed involving food processing, research, and service to the public shall comply with applicable requirements. These requirements will be directed by the MSU – University Sanitarian.

*Soil Erosion Sediment Control Permit (SESC)*

The City of East Lansing SESC Permit required for any excavation that is greater than or equal to 1,000 square feet and within 500 feet from the river or any excavation greater than or equal to 6,000 square feet. Lansing Township and Meridian Township requires permit for any earth change which disturbs one or more acres.

Any project that disturbs 5 acres or more must get an NOC (Notice of Coverage) through Michigan Department of Environment, Great Lakes and Energy (EGLE). The requirements are the same as an SESC permit and you must still have the SESC permit but this is just one more requirement for larger projects.

*Building Demolition*

Building demolition requires NOI (Notice of Intent) to demolish. EGLE and/or Michigan Licensing and Regulatory Affairs (LARA) may apply. NESHAP will be required prior to NOI.

*Michigan State University Fire Marshal-Police and Public Safety*

MSU Fire Marshal is the AHJ for all life safety related building code coordination, inspections, and final occupancy of buildings.

The Fire Marshal shall be included in early planning and design development meetings, and all construction plan review activities. PDC shall be similarly engaged in project related BFS activities, including inspections.

*Michigan State University Environmental Health and Safety*

MSU EHS is responsible for guidance and inspection regarding building systems and components to support the safe use of chemicals, biological hazards, and building material hazards-(asbestos, lead paint etc.)

When applicable EHS shall be included in early planning and design development meetings, and all construction plan review activities.

*Michigan State University Trades Specific Inspectors*

All MSU construction projects will be inspected by the MSU Trade Specific Inspection team. This team is responsible for design review and construction quality inspection. Inspection for workmanship, code, and standard compliance.

The Trades Specific Inspection team shall be included in early planning and design development meetings, and all construction plan review activities.

*Connection to MSU Utilities*

Any connection to MSU utilities must be reviewed, approved, and coordinated with the MSU Power and Water department.

*Off Campus MSU Properties*

All capital construction and design projects taking place on MSU property located outside of East Lansing require permits and inspection per local municipal statutes and laws.

*Permits, Inspection Reports, Certifications of Use or Occupancy -Retention.*

In accordance with departmental practices, all documentation regarding design review approval, permit applications, inspection reports, related invoices, and certifications of use or occupancy from any AHJ shall be copied, scanned, or otherwise incorporated into the project's active

construction file and subsequently, the archived file. These items shall be submitted through the formal close-out process.

The MSU Planning Design and Construction management team is responsible for the adherence to all AHJ review, permitting and inspection processes and the final acquisition and retention of all related documentation.