



**Kalamazoo Area Building
Authority**
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KABA IS READY TO GROW!

Happy spring!

It's that time of year when people begin to plan their building and renovation projects. An increase in the number of permits issued, more building plans to review, and a greater need for inspection services are all hallmarks of the onset of warmer weather. We know time is of the essence, and KABA reviews building plans and issues Building and Trade permits on a daily basis, allowing projects to move forward as quickly and efficiently as possible.

KABA is a joint Construction Code Authority formed by Interlocal Agreement to provide Building department services consistent with the State Construction Code Act P.A. 230 of 1972. Each member jurisdiction, through their individual Boards, appoints KABA and KABA's Building Official to review all Building and Trade permit applications, perform all required inspections and issue Certificates of Occupancy upon the project's completion. We are governed by a Board of Directors and each participating jurisdiction has representation on KABA's Board, giving them an equal voice in all decision making matters and keeping them actively involved in every aspect of KABA's operations.

Our administrative staff is available Monday through Friday, 8 AM – 5 PM at our Nazareth Road location. We have multiple staff members available to answer questions and schedule inspections. All telephone calls are answered by one of our staff members at the time they are received. We believe in providing immediate response and service to homeowners, contractors, and our member jurisdictions.

The permit plan review process typically takes 2 – 4 days for most projects. Large commercial projects may take longer, usually 1 – 2 weeks, based upon the size of the project. KABA performs their plan review simultaneously with the site plan review process in order to expedite approval.

KABA's inspection policy requests 24 hours advanced notice for all inspections, but quite often inspections can be performed the same day, provided the request is received early enough in the day. Our inspectors are also available by cell phone as to answer code questions and to arrange any access requirements for the inspection.

In addition to plan reviews and inspections, KABA offers Ordinance Enforcement and Zoning services for its member jurisdictions. We also conduct Property Maintenance Inspections at the written request of the jurisdiction for issues such as tenant complaints or potentially dangerous buildings. Following a Property Maintenance Inspection, an inspection report is sent to the property owner, detailing any code violations that were discovered during the inspection and KABA continues to follow up until all violations have been resolved.

KABA uses BS&A's Building.Net database to issue and store all permit and inspection history. This program offers many benefits to both KABA and our member jurisdictions. It is fully compatible with the BS&A Assessing.Net database, allowing our member jurisdictions to quickly and easily send us monthly updates of their database from Assessing.Net. We import the database into Building.Net, keeping our database updated with all of the latest property information. Building.Net may also be used to track ordinance enforcement information, generate letters, and track water and sewer information. This allows a property's entire history to be maintained in one easily accessible location. Additionally, any permit information entered by KABA staff is available instantaneously to the jurisdiction. Although it is not required, some jurisdictions choose to integrate into the Building.Net database and KABA offers two free "seats" for jurisdictional personnel, which can be shared between multiple users. KABA organizes and coordinates the set up procedure and offers on-site training to staff, as well as follow-up support as needed.

KABA has also developed a website for easy access to permit applications, frequently asked questions, information regarding KABA staff and Board members, Board meeting minutes and packets, and code updates. We've included a "Helpful Information" section for permit applicants, as well as allowing applicants to fill out their permit applications online and submit them directly from the website. Users are able to contact us directly to ask questions and leave feedback and we respond to all communication on a day that it's received.

Are you interested in joining KABA?

- Upon request, Building Official Mike Alwine is available to present an overview of the entirety of KABA's services at your regularly scheduled Board meeting and answer any questions that Board members may have.
 - KABA will provide a Membership Application and Informational Packet with a step by step guide to joining.
 - Once the completed Application is received, it is reviewed by KABA's current participating municipalities at their regularly scheduled Board meeting for consideration and approval.
- The individual Boards of KABA's current participating municipalities pass a Resolution admitting the new jurisdiction as a member of KABA.
- The new jurisdiction amends their ordinance and appoints KABA as their enforcing agency and the KABA Building Official as their Building Official. All of the necessary draft Resolutions are available through KABA.
 - Current KABA participating members and the new jurisdiction will sign the KABA Interlocal Agreement. Due to the scheduling of jurisdictional Board meetings, the membership process typically takes approximately one month.
 - KABA will import the new jurisdiction's property database from their Assessing.Net program into KABA's Building.Net program.

