

## Site and Facility Change Information

### Obtaining Written Occupancy Approval

Projects involving the construction, addition, alteration or repair of any school building, including modular units, must be submitted to the Bureau of Construction Codes (BCC) and the Bureau of Fire Services (BFS) for required plan reviews, permits and on-site inspections. BCC applications and other forms are available online ([http://www.michigan.gov/lara/0,4601,7-154-10575\\_33813---,00.html](http://www.michigan.gov/lara/0,4601,7-154-10575_33813---,00.html)). BFS applications and other forms are available online ([http://www.michigan.gov/lara/0,4601,7-154-42271\\_42346---,00.html](http://www.michigan.gov/lara/0,4601,7-154-42271_42346---,00.html)).

Please note that a “verbal” approval is not recognized by the BCC, BFS or the Center and should not be considered valid by the Academy. The Center encourages the Academy to work closely with the BCC and BFS to ensure written approval prior to occupancy of any proposed facility (including modular units) or new construction. The Academy is required to submit a copy of the written approval prior to occupancy. If the Academy utilizes a facility without first obtaining written approval and submitting a copy to the Center, the Academy will be required to remove students from the unapproved space. It is critically important that the Academy’s planning and construction timeline allow for sufficient time (and delays) surrounding inspections by the BCC and the BFS. Questions regarding current legislation, school construction or requirements under the State Construction Code for school projects should be directed to the BCC at (517) 241-9317 and the BFS at (517) 335-0683.

### Health Approval

If the Academy’s project involves new construction or a major renovation, the proposed facility may require inspection by the Health Department. However, if the Academy is proposing to operate in an existing school building, the requisite health approvals may already exist. The Academy is required to submit Health Department documentation to the Center (when applicable).

### Notification to Insurance Carrier

The Academy is required to obtain and submit a statement from the Academy’s insurance carrier indicating that the carrier has been advised of the proposed site/facility change.

### Budget

The Academy Board’s budget must adequately reflect the financial impact of any proposed site/facility change. An analysis will be completed by the Center through the review of the Academy Board-approved original budget submitted to the Center in accordance with the Master Calendar of Reporting Requirements. If you have questions regarding the budget, please contact the Center’s director of fiscal performance and accountability at (989) 774-2100.

### Competitive Bidding

The Academy is required to comply with Public Act 451 of 1976 being MCL 380.1267 of the Revised School Code when altering, renovating or building a new facility (<http://legislature.mi.gov/doc.aspx?mcl-380-1267>).

### Single Site Requirement

The Academy is required to comply with the site requirements of Public Act 277 being MCL 380.504 of the Revised School Code. It states that a public school academy shall not operate at a site other than the site or sites requested for the configuration of age or grade levels that will use the site or sites, as specified in the Contract. Although the law allows the University to consider the addition of multiple sites, an Academy Board must first meet specified requirements set forth in the Revised School Code. In addition, any requests related to multisites require the approval of the University Board. (See MCL 380.504(1))

### Management Plans

The Academy is required to have a school safety plan, an approved asbestos management plan and an integrated pest management plan in place for each facility it occupies. As facility changes take place, it is critically important to ensure that the required management plans are prepared or updated as necessary and approved as applicable. In addition, we encourage the Academy to share the building floor plans with local law enforcement agency as part of its school safety plan. Please contact the Center if you would like additional information in these areas.