



City of Evart
5814 100th Avenue
Evart, Michigan 49631
Phone: 231-734-2181
Fax: 231-734-3917
www.evart.org

*Interim City Manager
Treasurer/Assessor*
Sarah Dvoracek
sarah.dvoracek@evart.org

City Clerk
Heather Pattee
cityclerk@evart.org

*Department of Public Works
Director/Zoning
Administrator/Airport
Manager*
Mark Wilson
mark.wilson@evart.org

Chief of Police
John Beam Jr.
john.beam@evart.org



February 27, 2019

To: Honorable Mayor and Council Members
From: Sarah Dvoracek, Interim City Manager/Treasurer/Assessor

Re: Building Inspector/Property Maintenance Inspector Information

The Department of Licensing and Regulatory Affairs (LARA) representatives stated we must have a certified building inspector, site plan reviewer and building official. Per state regulations, one person can be certified in all three or there can be multiple people with the specific certification. Attached is LARA's requirements for each certification.

For example, the City of Manton, which has a population of approximately 1,100 people, utilizes one person who has all three certifications and performs rental inspections. He is also currently acting as their zoning administrator for which he is paid \$300 per month and receives 80% of all building permit fees. The cost of each building permit is based on square footage. The city's pricing for a building permit is similar to the Wexford County's building permit fee schedule which is attached. The city is responsible for providing his state required library, such as up to date code books. He also receives a portion of the rental inspection fees.

The City of Manton divides the administration portion of the permits between the treasurer and the building inspector. The treasurer distributes the applications/permits and collects the fees while the building inspector collects information pertinent to the applications/permits. The inspection cost is included in the permit fees. They issue approximately 15 permits each year.

The City of Manton is currently working on updating their rental inspection ordinance and will be using the City of Cadillac's ordinance as their template which is attached. Currently, the City of Manton requires landlords to register all rental units and charge a registration/inspection fee of \$50 per unit. Each unit must be inspected every other year, per their current ordinance, and there is a \$50 fee for each inspection. They would also like to update their ordinance to reflect a reward for good inspections, such as inspections once every 3 or 4 years for every landlord that has two good inspections in a row with no viable complaints from tenants.

Please review the attached information and inform me as to how you would like me to proceed regarding the request for proposal for a building inspector/property maintenance inspector.

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DIRECTOR'S OFFICE

BUILDING OFFICIALS, PLAN REVIEWERS, AND INSPECTORS

(By authority conferred on the director of the department of licensing and regulatory affairs by section 5 of 1986 PA 54, and Executive Reorganization Order Nos. 2003-1, 2008-4 and 2011-4, MCL 445.2011, MCL 445.2025, and MCL 445.2030)

R 408.30001 Definitions.

Rule 1. (1) As used in these rules:

(a) "Act" means 1986 PA 54, MCL 338.2301 to 338.2313 and known as building officials and inspectors registration act.

(b) "Bureau" means the Michigan department of licensing and regulatory affairs, bureau of construction codes.

(c) "Skilled worker" means any individual that possesses the necessary skills, qualifications, or prescribed level of licensure to engage in the practical installation, maintenance, and repair of specific construction systems and related components.

(2) A term defined in the act has the same meaning when used in these rules.

History: 1991 AACCS; 2013 AACCS.

R 408.30002 Conflict of interest.

Rule 2. Building officials, plan reviewers, and inspectors shall not serve as a member on a construction board of appeals or contract for work in a governmental subdivision where they provide code enforcement services.

History: 2013 AACCS.

R 408.30004 Applicability.

Rule 4. These rules apply to all of the following areas.

(a) The registration and reregistration of all building officials, plan reviewers, and inspectors.

(b) The approval of educational and training programs, tests, and instructors for the purpose of qualifying individuals for registration or reregistration as building officials, plan reviewers, or inspectors.

(c) The minimum training and experience standards, qualifications, and classifications of responsibility applicable to persons who are engaged in the administration and enforcement of codes and plan reviews.

History: 1991 AACCS.

R 408.30007 Enforcement responsibility.

Rule 7. (1) The state construction code commission established in section 3a of Stille-Derossett-Hale single state construction code act, MCL 125.1503a, shall administer and enforce these rules. The commission has the responsibility for evaluating and approving educational and training programs, tests, and instructors.

(2) The commission shall consider recommendations for acceptance of educational and training programs, tests, and instructors submitted by any of the following entities:

- (a) The barrier free design board.
- (b) The electrical administrative board.
- (c) The board of mechanical rules.
- (d) The state plumbing board.

History: 1991 AACS; 2013 AACS.

R 408.30010 Approval of educational and training programs, tests, and instructors.

Rule 10. The commission shall approve educational and training programs, instructors, and tests which comply with the requirements of the act and these rules.

History: 1991 AACS.

R 408.30013 Educational and training programs; application and approval process; standards.

Rule 13. (1) A provider of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of R 408.30019.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of programs shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of educational and training programs shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) The names and qualifications of professional personnel identified as the educational staff of the applicant's organization.
- (c) A statement of purpose and the objective of the program.
- (d) Administrative and technical criteria for the development of the program.
- (e) The location of the facility where the program will be conducted.
- (f) A description of the equipment used in the program.
- (g) The names and bureau approval numbers of instructors.

- (h) A copy of the teaching outline for the program.
 - (i) A determination of the number of contact hours required to conduct the program.
 - (j) A description of the criteria used to identify program participants who successfully complete the program.
- (6) Educational and training programs shall be in compliance with all of the following standards:
- (a) Have submitted a clearly defined statement of purpose and objective.
 - (b) Have had instructors approved in advance, pursuant to the provisions of R 408.30016.
 - (c) Have facilities and equipment suitable and consistent with the purpose, design, and intended outcome of each learning experience.
 - (d) Have submitted a list of instructional materials and other resources essential for the successful presentation of the program.
 - (e) Have established an evaluation process to assess the qualifications of students as successfully completing the program, which shall be, at a minimum, based on pass or fail criteria. The results of the evaluation shall be reported to the bureau at the completion of the training program.
 - (f) Shall establish permanent records of student activities, including course titles, student attendance, and course evaluation criteria.
- (7) If an application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.
- (8) Approval of a program shall be evidenced by a program approval report prepared by the bureau and issued to the applicant. The report shall include all of the following information:
- (a) Name and address of the applicant.
 - (b) Program identification number.
 - (c) The date of approval.
 - (d) Conditions of approval.
 - (e) Period of approval.
 - (f) The number of credit hours approved for successful program completion.
- (9) A program or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.
- (10) The commission may withdraw the approval of a program when the approval was issued in error or was issued on the basis of incorrect information or when the program is found to be in violation of the rules. Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

History: 1991 AACCS; 2013 AACCS.

R 408.30016 Instructors; application and approval process; standards.

Rule 16. (1) An instructor of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of instructors shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of instructors shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

(a) The name and address of the applicant.

(b) The history or work experience relative to the subjects to be taught.

(c) A list of educational or training courses or programs completed by the applicant.

(d) Certifications, licenses, or registrations held by the applicant that relate to the subject to be taught.

(e) The social security number of the applicant pursuant to the regulated occupational support enforcement act, 1996 PA 236, MCL 338.3431 to 338.3436.

(f) An applicant's previous teaching, training, and experience.

(6) When an application for approval of an educational or training program proposes using instructors who are currently approved under these rules, those instructors may be identified by name and approval number instead of submitting duplicate applications for approval as instructors.

(7) An instructor of educational and training programs shall meet the following requirements, as appropriate:

(a) Have 4 years of experience in the subject to be taught.

(b) For technical and specialty categories in plumbing, electrical, or mechanical trades, licensure at the journey level or a higher level or equivalent work history in addition to the experience required in subdivision (a) of this subrule.

(8) If the application is disapproved, the commission shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.

(9) Approval of an instructor shall be evidenced by an instructor approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information:

(a) Name and address of the instructor.

(b) Instructor identification number.

(c) Period of approval.

(d) Conditions of approval.

(10) The commission may withdraw the approval of an instructor when the approval was issued in error or was issued on the basis of incorrect information; or, when the instructor is found to be in violation of the rules or failed to pay a required fee. Notice of withdrawal of approval shall be in writing and shall set forth the reasons for

withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of the administrative procedures act of 1069, 1969 PA 306, MCL 24.201 to 24.328.

History: 1991 AACCS; 2013 AACCS.

R 408.30019 Tests; application and approval process; standards.

Rule 19. (1) A provider of a test shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of the application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of tests shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of a test shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) A statement of the purpose and objective of the test.
- (c) The names and qualifications of the developers of the test.
- (d) The method of securing the test.
- (e) The procedure for administering the test.
- (f) The method of determining successful completion of the test.
- (g) The location of the facility where the test will be conducted.
- (h) A description of the equipment and materials required to administer the test.
- (i) The names of the test administrators or monitors.

(6) A test shall be in compliance with all of the following standards:

(a) Admission to a test shall be made in a controlled manner to verify the eligibility and identity of candidates.

(b) Records of candidate participation shall be maintained and reported to the bureau at the completion of a test.

(c) Facilities and equipment shall be suitable and consistent with the purpose, design, and intended outcome of a test.

(7) There shall be a sufficient number of qualified personnel present to monitor, proctor, evaluate, or administer a test.

(8) If a test application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.

(9) Approval of a test shall be evidenced by a test approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information:

- (a) Name and address of the applicant.
- (b) Test identification number.

- (c) Period of approval.
- (d) Conditions of approval.

(10) A test or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.

(11) The commission may withdraw the approval of a test when the approval was issued in error or was issued on the basis of incorrect information or when the test is found to be in violation of the rules. Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

History: 1991 AACS; 2013 AACS.

R 408.30022 Fees.

Rule 22. Fees shall be charged in accordance with the published rates of the commission. A failure to pay a required fee shall be grounds for disapproval or withdrawal of a previous approval.

History: 1991 AACS; 2013 AACS.

R 408.30025 Notification of changes.

Rule 25. (1) A provider of approved educational and training programs or tests shall notify the bureau, in writing, within 10 days of any of the following occurrences:

- (a) A change in the name of the applicant.
- (b) A change in the address of the applicant.
- (c) A change in the principal officers of an applicant organization.

(2) Changes with respect to classes shall ordinarily be made only when approved by the bureau in advance. If the illness of an instructor, natural disaster, or other emergency causes a change in the program as approved, the bureau shall be notified verbally at the earliest opportunity. A written notice that confirms the verbal report shall be made to the bureau within 10 days of the verbal report.

History: 1991 AACS; 2013 AACS.

R 408.30028 Institutions of higher education and certain other institutions and organizations; application for approval of programs and classes.

Rule 28. (1) An institution of higher education and an educational institution that is authorized by the provisions of the revised school code, 1976 PA 451, MCL 380.1 to 380.1853, may apply for approval of educational or training programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(2) An organization that is accredited by, and holds institutional membership in, the council on continuing education units may apply for approval of educational or training

programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(3) A student who has attended a course which was not approved in advance and which is given by institutions or organizations specified in subrules (1) and (2) of this rule may submit proof of successful completion for evaluation as meeting a portion of the re-registration requirements. A request for evaluation shall be accompanied by the course syllabus or other material which clearly defines the course structure and content. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

(4) An applicant for re-registration who completes a course or program which is not specified in subrules (1) and (2) of this rule and which was not approved in advance may submit proof of successful completion for evaluation pursuant to the provisions of R 408.30013, R 408.30016, and R 408.30019. A request for evaluation shall be accompanied by a course syllabus or other material which clearly defines the course structure, content, evaluation criteria, and proof of successful course completion. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

History: 1991 AACCS; 2013 AACCS.

R 408.30031 Standards for provisional registration.

Rule 31. (1) An applicant for provisional registration as any of the following shall meet the requirements of R 408.30034 to R 408.30049:

- (a) A building official.
- (b) A plan reviewer.
- (c) A building inspector.
- (d) An electrical inspector.
- (e) A mechanical inspector.
- (f) A plumbing inspector.

(2) A person who becomes employed by an enforcing agency as a building official, plan reviewer, or inspector shall, within 30 days of employment, make application to the commission for provisional registration pursuant to the provisions of section 12(2) of the act.

(3) An application for provisional registration shall be made on a form prepared and furnished by the department. The department shall charge a fee pursuant to the published rates of the commission.

(4) A person whose registration is provisional shall become registered upon the completion of the first full 3-year registration cycle.

(5) An applicant for provisional registration shall provide, along with an application and fee, written verification of completing not less than the required number of hours of education in approved educational or training programs as provided by R 408.30055(4), and as prescribed in Table 31 of this rule in all of the following categories:

(a) Administration, which shall include programs and courses designed to enhance an applicant's understanding of laws and rules, as well as the administration and enforcement of related statutes and regulations.

(b) Technical, which shall include programs and courses designed to discuss the code and various technical code provisions.

(c) Communication, which shall include courses intended to enhance an applicant's communication skills with the public and may include technical writing, public speaking, training on interpersonal skills when working with people, and other areas of communications.

(d) Specialty, which shall include courses designed to increase an applicant's knowledge of inspections and construction techniques in the various registration classifications.

(e) Plan review, which shall include courses designed to enhance an applicant's understanding of the review of construction documents, plan review methodology and coordination.

(6) Table 31 reads as follows:

Table 31

Hours Required for Provisional Registration

	Administration 4 hrs				Technical 8 hrs							Plan Review 2 hrs			Specialty 3 hrs							
	1972 PA 230 Licensing	1980 PA 299	School Site Plan	Inspection Report	Violation Notice	Complaint Investigation	Michigan Building Code	Michigan Residential Code	Michigan Rehab Code	Michigan Energy Code	Michigan Electrical Code	Michigan Mechanical	Michigan Plumbing Code	Construction Documents	Methodology	Coordination	Inspection Procedures	Material & Equipment	Special Inspection	Manufacturer Installation Inst.	Product Acceptance	Alternate Approvals
Inspector or Plan Reviewer	1	1	1	20 min	20 min	20 min	3	3	1	1	1	0	0	40 min	40 min	40 min	.5	.5	.5	.5	.5	.5
Building				20 min	20 min	20 min	5	1.5	.5	.5				40 min	40 min	40 min	.5	.5	.5	.5	.5	.5
Electrical	1	2	.5	20 min	20 min	20 min											.5	.5	.5	.5	.5	.5

Mechanical	1.5	1.5	.5	20 min	20 min	20 min	20 min	1.0	.5	20 min	20 min	20 min	.5	.5
Plumbing	1.5	1.5	.5	20 min	20 min	20 min	20 min	1.0	.5	5.5	.5	5.5	1.0	.5

History: 1991 AACCS; 2013 AACCS.

R 408.30034 Building official; experience.

Rule 34. An applicant for registration as a provisional building official shall have 2 years of experience as a registered code inspector or plan reviewer.

History: 1991 AACCS; 2013 AACCS.

R 408.30037 Building inspector; experience.

Rule 37. (1) An applicant for registration as a provisional building inspector shall have

not less than 4 years of experience in 1 or more of the following categories:

(a) As a licensed residential builder under the provisions of the occupational code, 1980 PA 299, MCL 339.101 to 339.2919, who has been actively engaged in the construction business for not less than 4 years.

(b) As a building contractor, a person who is in charge of general building construction, or as a skilled worker in structural carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field. This category does not include a person who is licensed as a contractor under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892; the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569; or the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.

(c) Possess a current license as an architect or engineer under the provisions of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.

(d) As a project manager, superintendent, supervisor, or foreman actively engaged in general building construction.

(e) As a licensed or registered building inspector from other states, Canada or other recognized countries with inspection experience in general building construction and who holds a master or certified building official certificate obtained from the international code council (ICC), defined as an inspector by the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313.

(2) A person who has obtained a degree or certificate in a recognized curriculum from an institution of higher education in a construction-related field shall receive not more than 2 years of experience for a 4-year degree and not more than 1 year experience for a 2-year degree as required in subrule (1)(a) of this rule for registration as a provisional building inspector.

(3) An applicant who meets the requirements of this rule shall be deemed qualified for registration as a building inspector, subject to the provisions of section 12(2) of the act.

(4) An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of any of the following:

- (a) An affidavit.
- (b) Notarized letters.
- (c) Copies of licenses and registrations.

- (d) A job description from a present or former employer.
- (e) A permit history from authorized enforcing agencies.
- (f) A copy of an official transcript from an institution of higher education.
- (g) Other pertinent information.

History: 1991 AACS; 1998-2000 AACS; 2013 AACS.

R 408.30040 Electrical inspector; experience.

Rule 40. An applicant for registration as a provisional electrical inspector shall have 2 years of experience as a licensed journey worker or shall be licensed as a master electrician under the provisions of 1956 PA 217, MCL 338.881 to 338.892.

History: 1991 AACS; 2013 AACS.

R 408.30043 Mechanical inspector; experience.

Rule 43. An applicant for registration as a provisional mechanical inspector shall have possessed a mechanical license for not less than 1 year in 3 or more categories 1, 2, 4, or 9 as defined in 1984 PA 192, MCL 338.971 to MCL 338.988 and known as the Forbes mechanical contractors act.

History: 1991 AACS; 1998-2000 AACS; 2013 AACS.

R 408.30046 Plumbing inspector; experience.

Rule 46. An applicant for registration as a provisional plumbing inspector shall have possessed a journey license for not less than 2 years or shall be licensed as a master plumber under the provisions of the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569.

History: 1991 AACS; 2013 AACS.

R 408.30049 Plan reviewer; experience.

Rule 49. (1) An applicant for registration as a provisional plan reviewer shall have not less than 4 years of experience in 1 or more of the following categories:

(a) As a licensed residential builder under the provisions of the occupational code, 1980 PA 299, MCL 339.101 to 339.2919, who has been actively engaged in the construction business for not less than 4 years.

(b) As a skilled worker in 1 or more of the following disciplines:

(i) Structural carpentry.

(ii) Structural masonry.

(iii) Structural steel erection.

(iv) Structural concrete construction.

(c) Possesses a current license as an architect or engineer under the provisions of the occupational code, 1980 PA 299, MCL 339.101 to 339.2919.

(d) As a project manager, superintendent, supervisor, or foreman of general building construction.

(e) As a licensed or registered building inspector or plan reviewer in the United States, Canada, or other recognized countries with 4 years of inspection or plan review experience in general building construction and holds a master or certified building official certificate obtained from the ICC.

(2) A person who has obtained a degree or certificate in a recognized curriculum from an institution of higher education in a construction-related field shall receive not more than 2 years of experience for a 4-year degree and not more than 1 year experience for a 2-year degree as required in subrule (1)(a) of this rule for registration as a provisional building inspector.

(3) An applicant who meets the requirements of this rule shall be deemed qualified for registration as a plan reviewer, subject to the provisions of section 12(2) of the act.

(4) An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of 1 of the following:

(a) An affidavit.

(b) Copies of licenses and registrations.

(c) A job description from a present or former employer.

(d) A permit history from authorized enforcing agencies.

(e) A copy of an official transcript from an institution of higher education.

(f) Other pertinent information.

(5) An applicant for registration as a provisional plan reviewer shall have 2 years of experience as a licensed electrical journey worker or shall be licensed as a master electrician under the provisions of 1956 PA 217, MCL 338.881 to 338.892 and known as the Electrical Administrative Act.

(6) An applicant for registration as a provisional plan reviewer shall have possessed a mechanical license for not less than 1 year in 3 or more categories 1, 2, 4, or 9 as defined in the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.

(7) An applicant for registration as a provisional plan reviewer shall possess a plumbing journey license for not less than 2 years or shall be licensed as a master plumber under the provisions of the plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569.

History: 1991 AACCS; 2013 AACCS.

R 408.30052 Standards for re-registration of building officials, plan reviewers, and inspectors.

Rule 52. (1) An application for re-registration as a building official, plan reviewer, or inspector shall be submitted on a form prescribed by the commission and shall be accompanied by all required fees.

(2) An application shall be submitted by September 16 of the cycle year. There shall be no extensions or grace periods. Functions under 1972 PA 230, MCL 125.1501 to 125.1531 shall not be performed on an expired registration.

(3) An applicant shall show evidence of completing the minimum number of hours in approved educational or training programs prescribed in R 408.30055. An applicant

for re-registration shall achieve the required number of hours of continuing education by participation in 1 or more of the types of approved educational or training programs listed in R 408.30055 (4).

(4) An applicant in a discipline that requires licensure shall maintain a current license and shall provide a copy of the current license upon re-registration.

(5) When an applicant has been on extended leave due to illness or military service, the number of hours of continuing education required for re-registration shall be reduced pursuant to table 55B, prorated upon consideration of the months absent.

(6) An incomplete application shall be returned to the applicant. The returned application shall be completed and resubmitted to the bureau within 15 days of the date of being returned to the applicant.

(7) Failure to comply with subrule (6) of this rule shall be grounds for denial of the application and forfeiture of the fees already paid.

History: 1991 AACCS; 2013 AACCS.

R 408.30055 Registration; required hours of training; training categories; effective date.

Rule 55. (1) An applicant for re-registration shall complete not less than the required number of hours of continuing education in approved educational or training programs, as prescribed in table 55A and table 55B of this rule, in all of the following categories:

(a) Administration, which shall include programs and courses designed to enhance an applicant's understanding of laws, rules, and the administration and enforcement of related statutes and regulations.

(b) Technical, which shall include programs and courses designed to discuss the code and various technical code provisions.

(c) Communications, which shall include courses intended to enhance an applicant's communication skills with the public and may include technical writing, public speaking, working with people, and communications.

(d) Specialty, which shall include courses designed to increase an applicant's knowledge of inspection and construction techniques in the various registration classifications.

(2) Continuing education shall be valid for re-registration only when accrued during the applicant's current 3-year registration period, except as provided for in subrule (3) of this rule.

(3) When an applicant's original registration is for a period of less than a full 3-year cycle, the number of hours of continuing education required for re-registration at the end of that period shall be reduced in accordance with table 55A. Continuing education shall be valid only when accrued during the period in which the applicant was registered.

(4) The bureau may approve any of the following types of educational or training programs:

(a) Association programs that are sponsored by any of the following entities:

(i) Inspector organizations.

(ii) Township, municipal, and county organizations.

(iii) Professional and trade organizations.

(b) Home study courses, such as videotapes, audiocassettes, and correspondence courses.

(c) Private contractor technical update courses.

(d) University, college, and community college courses.

(e) Department sponsored training programs.

(f) Training sponsored by nationally recognized model code promulgating organizations, such as the international code council. The commission may approve other educational or training programs offered by a provider which address the educational categories listed in subrule (1) of this rule and which meet the standards and criteria for an approvable educational or training program listed in these rules.

(5) Table 55A reads as follows:

Table 55A

HOURS REQUIRED FOR RE-REGISTRATION

Training Category	Registration Classifications					
	Building	Inspector				Plan
	Official	Bldg.	Elect.	Mech.	Plumb.	Reviewer
Administration ^(a)	16	4	4	4	4	4
Technical	24 ^(d)	24 ^(b)	24 ^(b)	24 ^(b)	24 ^(b)	24 ^(d)
Communication ^(a)	2	1	1	1	1	1
Specialty	8 ^(d)	18 ^(b)	18 ^(b)	18 ^(b)	18 ^(b)	18 ^(c)
Total	50	47	47	47	47	47

^(a)When applying for re-registration in more than 1 classification, the number of hours in these training categories may be applied to more than 1 registration classification. For example, an applicant for re-registration as an electrical inspector and a plan reviewer would need only 1 hour in the communication category; an applicant for re-registration as a building official and a mechanical inspector would need only 16 hours in the administration category.

^(b)The number of hours listed for technical and specialty topics shall be accomplished for each inspector registration classification. For example, an applicant for re-registration as a building official and a plumbing inspector would need 24 hours in the technical categories (in plumbing); an applicant for re-registration as a mechanical inspector and a plumbing inspector would need 36 hours in the specialty categories 18 related to mechanical codes and 18 more related to plumbing codes.

^(c)Re-registration as a plan reviewer shall require 12 hours in plan review technique and 6 hours in 1 or more of the other registration classifications listed under this category.

^(d)For re-registration as a building official or plan reviewer, training in these categories may be achieved in any single inspector registration classification or any combination of inspector registration classifications.

TABLE 55B

Prorated hours, by category, based upon the date the application is received by the bureau of construction codes:

Cycle	Through Month	Maximum Hours in Category:						
		16 th of:	24	18	16	8	4	2
1	October	24	18	16	8	4	2	1
2	November	23	18	16	8	4	2	1
3	December	23	17	15	8	4	2	1
4	January	22	17	15	8	4	2	1
5	February	21	16	14	7	4	2	1
6	March	20	16	14	7	4	2	1
7	April	20	15	13	7	4	2	1
8	May	19	14	13	7	4	2	1
9	June	18	14	12	6	3	2	1
10	July	17	13	12	6	3	2	1
11	August	17	13	11	6	3	2	1
12	September	16	12	11	6	3	2	1
13	October	15	12	10	5	3	2	1
14	November	14	11	10	5	3	2	1
15	December	14	10	9	5	3	2	1
16	January	13	10	9	5	3	2	1

17	February	12	9	8	4	2	1	1
18	March	11	9	8	4	2	1	1
19	April	11	8	7	4	2	1	1
20	May	10	8	7	4	2	1	1
21	June	9	7	6	3	2	1	1
22	July	8	6	6	3	2	1	1
23	August	8	6	5	3	2	1	1
24	September	7	5	5	3	2	1	1
25	October	6	5	4	2	1	1	1
26	November	5	4	4	2	1	1	1
27	December	5	4	3	2	1	1	1
28	January	4	3	3	2	1	1	1
29	February	3	2	2	1	1	1	1
30	March	2	2	2	1	1	1	1
31	April	2	1	1	1	1	1	1
32	May	1	1	1	1	1	1	1
33	June	0	0	0	0	0	0	0
34	July	0	0	0	0	0	0	0
35	August	0	0	0	0	0	0	0
36	September	0	0	0	0	0	0	0

(7) This rule takes effect September 18, 1991.

History: 1991 AACCS; 2013 AACCS.



STATE LICENSE SEARCH / ALPHABETICAL LISTING

Building Inspector

Agency: Licensing and Regulatory Affairs

Required State Registration:

Building inspectors employed by a county, city or other unit of government for the express purpose of enforcing the state building code shall be registered with the Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Building Division; 517-241-9347.

Further Information:

Registered building inspectors are required to have experience in the construction industry and maintain their registration through continuous education requirements that are mandated by state law.

Revised: 01/2014

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Building Permit

Agency: Licensing and Regulatory Affairs

The **Bureau of Construction Codes, Building Division** of the Michigan Department of Licensing and Regulatory Affairs issues

A. NAME OF PERMIT OR APPROVAL:

Building Permit

B. STATUTORY AUTHORITY:

THE STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT, 1972 PA 230

C. APPLICABLE REGULATION:

Michigan Building Code, Part 4 Rules

D. SUMMARY OF PERMIT/APPROVAL PROCESS:

1. Applicability (activities that require the permit)

The purpose of the building code is to insure public safety, health and welfare insofar as they are affected by building construction, through structural strength, adequate egress facilities, sanitary equipment, light and ventilation, and fire safety; and, in general, to secure safety to life and property from all hazards incident to the design, erection, repair, removal, demolition or use and occupancy of buildings, structures or premises.

What is a building code? The building code controls all matters concerning the construction, alteration, addition, repair, removal, demolition, use, location, occupancy, and maintenance of all buildings and structures and their service equipment. The 2006 Michigan Building Code went into effect statewide on August 1, 2008. Provisions for one- and two-family dwellings, townhouses and their accessory structures as identified in R101.2 are included in the 2006 Michigan Residential Code.

Are building permits necessary? Before construction of a building or structure, an owner, or the owner's builder, architect, engineer, or agent, shall submit an application in writing to the appropriate enforcing agency for a building permit. A permit is also required when the use or occupancy of a structure or portion thereof is changed.

A permit is not required for ordinary repairs. Ordinary repairs to structures may be made without permit, but such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements; nor shall ordinary repairs including

addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

2. Pre-Application Requirements

Building code enforcement may be conducted by a local unit of government. Prior to making application for a building permit it is suggested you contact your local unit of government for direction in contacting the jurisdiction having enforcement authority. The Bureau of Construction Codes has a **Statewide Jurisdiction List** available that shows if a unit of government has State, County, or Local code enforcement.

3. Application Submission Requirements

A person engaged in the construction of a residential structure or a combination residential and commercial structure must be licensed as a Residential Builder with the Department of Licensing and Regulatory Affairs. There are certain exceptions in the licensing law (1980 PA 299, as amended) to this requirement.

A set of construction documents is required with each application for a permit. The submission of construction documents may be waived by the building official when code compliance can be determined based on the description in the application. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980 PA 299, as amended. The seal and signature is not required for one and two family dwellings less than 3500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. For other exceptions refer to 1980 PA 299, as amended.

Requirements for Obtaining Building Permits from the Bureau of Construction Codes:

A. Residential Structures (One-and Two-Family Residential with less than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Minimum of two (2) sets of plans that include the following:
 - Foundation and floor plans
 - Roof and wall section
 - Building elevations
 - Site plan

B. Commercial Structures (Including One-and Two-Family Residential with more than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324)
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued

C. Mobile and Pre-manufactured Homes

- Building Permit Application (BCC-324)
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation
- Site plan
- For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans

Building Permit Application

4. Procedures and Time-Frame for Obtaining Permit or Approval

Permits are issued within 10 working days of receipt of completed application and fees by the Bureau of Construction Codes.

5. Operational Requirements

Work shall not be started until the application for permit has been filed and approved by the Bureau of Construction Codes. All installations shall be in conformance with the Michigan Building Code or the Michigan Residential Code. No work shall be concealed until it has been inspected. The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

6. Fees

Building permit fees may be obtained from the Bureau of Construction Codes, by calling the Building Division, (517) 241-9317.

You will need to furnish the following information when calling:

- Total square footage of the structure
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.)
- Type of construction ("5B" for wood frame construction)

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

7. Appeal Process

Construction Code - Part 3 - Appeal Boards and Hearings

8. Public Input Opportunities

Comments and Complaints: bccpermits@michigan.gov

Bureau of Construction Codes Web-site: www.michigan.gov/bcc

E. Contact Information:

Contact Us

Revised: 6/2017

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WEXFORD COUNTY BUILDING DEPARTMENT

401 N. Lake Street
Cadillac MI 49601
Phone: (231) 779-9465
Fax: (231) 779-9110
building@wexfordcounty.org



BOB SCARBROUGH
Building Official
BRUCE FINNERTY
Plumbing/Mechanical Inspector
SCOTT WADDELL
Electrical Inspector
BROOKE FULLER
Administrative Assistant

FEE SCHEDULE: (We accept check or cash only, NO cards)

Application Fee.....	\$60.00
Dwellings (BOCA Modular, Additions).....	18 cents per sq. ft.
Manufactured Homes.....	15 cents per sq. ft.
Garages, Pole Buildings.....	14 cents per sq. ft.
Commercial, Industrial.....	20 cents per sq. ft.
Remodel and Alterations.....	10 cents per sq. ft.
Demolition	\$40.00
Foundation & Safety Inspection	\$40.00
Decks.....	\$30.00
Covered Porches	18 cents per sq. ft.
Breezeways	18 cents per sq. ft.
Finished Basements.....	18 cents per sq. ft.
Temporary Certificate of Occupancy.....	\$100.00
Re-inspections.....	\$40.00
Cell Towers	\$350.00
Commercial Plan Reviews.....	\$70.00 plus 3 cents per sq. ft.
Construction Board of Appeals Meeting.....	\$225.00

ACT 230 125.1510 Sec. 10.(1)

The State Construction Code requires a permit before any construction is started.

If construction is started without first obtaining a permit, the following will apply in addition to your permit fee:

Investigative Inspection Fee..... \$80.00

105.3.2

A permit will be cancelled if no inspections are requested or performed within six (6) months of the date of issue or the date of a previous inspection. Cancelled permits will not be refunded or reopened.

All commercial projects must submit a plan review fee at the time of application. This will cover the cost of the plan review if the project is terminated before the permit is issued.

Maximum refund of 75% of any fee.

ARTICLE IV. - RENTAL UNITS

Sec. 8-86. - Applicability; exceptions.

- (a) *Applicability.* This Code shall apply to any dwelling or part thereof which is occupied by persons pursuant to an oral or written rental agreement for monetary compensation. These shall include, but not be limited to, single-family dwellings, two-family dwellings, multiple-family dwellings, mobile homes (whether located within or outside of a mobile home park or a seasonal mobile home park) roominghouses and boardinghouses.
- (b) *Exceptions.*
- (1) Single-family dwellings, which are rented for less than three months of any calendar year.
 - (2) Multifamily apartment complexes, as long as they remain under the jurisdiction of and/or a financial obligation is owed to an agency such as HUD, MSHDA and FHA such as Leeson Court, Kirtland Terrace, Harbor View, Maple Hill Apartments, Lakeside Apartments, Cadillac Shores and Mayberry Apartments.
 - (3) Roominghouses or boarding-type houses that are rented to only persons of the operator's immediate family, or not more than two persons not so related.
 - (4) Transient rental dwelling units such as hotels, motels and bed and breakfast establishments.

(Prior Code, § 8.81; Ord. No. 88-19, 10-3-1988; Ord. No. 90-27, 12-3-1990; Ord. No. 2010-10, § 5, 8-2-2010)

Sec. 8-87. - Registration and inspection.

- (a) All buildings or structures within the scope of this article shall be registered with the city manager or his or her designee. See the fee schedule as currently established or as hereafter adopted by ordinance from time to time.
- (1) No person shall occupy rented buildings covered by this article unless a current, unrevoked registered rental certificate has been issued by the city manager or his or her designee, for the specific named dwelling.
 - (2) No person shall operate or permit occupancy of buildings covered by this article unless a current, unrevoked registered rental certificate has been issued by the city manager or his or her designee in said person's name for the specifically named dwelling.
- (b) Failure to register as required by this section shall result in a fee as currently established or as hereafter adopted by ordinance from time to time in addition to the initial fee.
- (c) The city manager or his or her designee shall make an appointment by email to the owner/agent for inspection of the rental dwelling unit within 20 working days of filing for registration by the owner or his or her agent or expiration of the registered rental certificate. The owner/agent must contact the city manager or his or her designee at least 24-hours before the original inspection date, with an alternate date and time, to change the appointment.
- (d) The city manager or his or her designee shall inspect each unit registered and shall issue a registered rental certificate provided that provisions of this article are complied with.
- (e) If violations are found, a certificate will not be issued and the owner shall have 30 days to correct said violations. Any follow-up inspections, due to uncorrected violations or appointments missed by the owner/agent, will be charged an amount as currently established or as hereafter adopted by ordinance from time to time. A time extension may be granted by the city manager or his or

her designee upon evidence of extenuating circumstances. The owner shall complete a form as provided on the city's website to request an extension.

- (f) Less time to enforce a violation may be imposed by the city manager or his or her designee to correct a life or health threatening situation.
- (g) If the violations are not corrected by the time of the follow-up inspection, the owner shall be then given ten more days for corrective action and each follow-up inspection shall be charged to the owner at a cost as currently established or as hereafter adopted by resolution of the city council from time to time.
- (h) Violations not corrected within 60 days may be corrected by the city and the cost may be assessed against the property pursuant to section 16-113.

(Prior Code, § 8.82; Ord. No. 88-19, 10-3-1988; Ord. No. 92-04, 3-2-1992; Ord. No. 2010-10, § 5, 8-2-2010; Ord. No. 2017-04, § 1, 3-20-2017)

Sec. 8-88. - Registered rental certificate applications.

- (a) The following shall apply to the issuance of any registered rental certificate:
 - (1) Application for a registered rental certificate or for renewal shall be made by the owner via e-mail to the public safety director, fire chief, fire captain or their designees on electronic forms furnished by the public safety department and shall be accompanied by a fee as set forth in this article. The application shall include current contact information, including a current e-mail address, for both the applicant/owner and a designated agent, when the owner is absent, upon whom service of notice under this article and service of process for violation of this article may be made. The designated agent must give written approval for the use of his name as the designated agent. Applicants, owners and agents consent to electronic service of notice and service of process under this article via e-mail.
 - (2) If, after inspection, the dwelling is found to be in accordance with all the provisions of this article, a certificate will be issued.
 - (3) The city manager or his or her designee shall not issue a certificate when the existing conditions constitute a hazard to the health, safety, or welfare of those who may occupy the premises or where the existing conditions are a hazard to the health, safety, or welfare of the community.
 - (4) Registered rental certificate shall be for a period of three years from the date of issuance (unless sooner revoked) and may be renewed upon compliance with this article for successive periods of three years.
 - (5) Interim inspections by the property owner are encouraged.
 - (6) Each certificate shall be kept by the owner or the designated agent. A designated parking plan, a trash disposal arrangement and pickup schedule shall be kept with the certificate.
- (b) No certificate is transferable to another dwelling, and each person issued a housing certificate shall give notice in writing to the city manager or his or her designee within 24 hours after having transferred or otherwise disposed of legal control of any licensed dwelling. Such notice shall include the name, address and e-mail address of persons succeeding to the ownership or control of such dwelling, and to whom the certificate is to be transferred. Within ten days of any transfer or ownership, the assignee shall comply with this article.
- (c) Every person holding a registered rental certificate shall keep or have records of all written requests for repair and complaints by tenants, which are related to the provisions. Such records shall be available to the building official for inspection and copy upon request.
- (d) A record of all registered rental certificates issued shall be kept on file in the office of the city manager or his or her designee, and copies will be furnished upon request and payment of a fee as currently established or as

hereafter adopted by ordinance from time to time.

(e) Violations of this section shall be punishable as municipal civil infractions.

(Prior Code, § 8.83; Ord. No. 88-19, 10-3-1988; Ord. No. 92-04, 3-2-1992; Ord. No. 2010-10, § 5, 8-2-2010; Ord. No. 2017-04, § 1, 3-20-2017)

Sec. 8-89. - Temporary certificate.

The city manager or his or her designee may issue a temporary registered rental certificate for all or part of a building in the process of erection, alteration or in the process of correcting non-health/life threatening violations of a building or part thereof to be occupied. No temporary registered rental certificate may be issued for longer than two months, and no temporary registered rental certificate shall be effective more than five days after erection or alteration of the building is completed.

(Prior Code, § 8.84; Ord. No. 88-19, 10-3-1988; Ord. No. 2010-10, § 5, 8-2-2010; Ord. No. 2017-04, § 1, 3-20-2017)

Sec. 8-90. - Fees.

Housing maintenance certificate fees shall be as currently established or as hereafter adopted by ordinance from time to time.

(Prior Code, § 8.85; Ord. No. 88-19, 10-3-1988; Ord. No. 95-11, 6-5-1995)

Secs. 8-91—8-120. - Reserved.

