

# Application for Approval and Renewal of Inspection and Evaluation Agencies

Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes

P.O. Box 30255, Lansing, MI 48909

517-241-9313

www.michigan.gov/bcc

Agency Use Only

This form can be completed by tabbing to each field and typing in the required information.

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Authority: 1972 PA 230 Part 11 Premanufactured Unit Rules, Rule 1172 Penalty: Failure to provide information may result in denial of your request.
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LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

- INITIAL APPLICATION**      **FILING FEE: \$750.00**  
 **ANNUAL RENEWAL**      **FILING FEE: \$150.00**  
 (FILED ON OR BEFORE DECEMBER 31 EACH YEAR)

**NEW APPLICATIONS:** PROVIDE ALL ITEMS LISTED BELOW, PER PART 11 RULES.  
**ANNUAL RENEWALS:** CHECK ITEMS BELOW WHICH HAVE CHANGED SINCE LAST FILING AND ATTACH NEW INFORMATION.

**R 408.31171 Requirements of submission for approval of inspection and evaluation agencies.**

Rule 1171.

- (1) An inspection or evaluation agency seeking approval shall submit an application to the commission which includes the items listed in this rule.
- (2) The original articles of incorporation of the agency and all subsequent amendments thereto, as filed in the state of incorporation.
- (3) The bylaws of the organization.
- (4) The names, addresses, and business affiliations of all members of the board of directors and of top management personnel.
- (5) Stock owned in amounts over \$5,000.00 reflecting the financial interests of the agency's board of directors and top management personnel if requested by the commission.
- (6) Certification by the agency that:
  - (a) Its board of directors, as a body, and its technical personnel, as individuals can exercise independence of judgment.
  - (b) Its activities pursuant hereto will result in no financial benefit to the agency via stock ownership or other financial interests in any producer, supplier, or vendor of products involved, other than through standard published fees for services rendered.
- (7) Names, years of experience, state in which professionally registered, and other qualifications of the directors of inspection or evaluation programs.
- (8) Names and years of experience of employees practicing in the following disciplines: architecture, structural engineering, mechanical engineering, electrical engineering, fire protection and other branches of engineering; the states in which each is registered and the services each performs.
- (9) An organization chart showing management and supervisory persons, including the number of graduate engineers and architects, and the names of all consulting engineers or architects, designating which are full time and which are part time engineers.
- (10) Number and location of factory inspectors, supervisors and other technicians, including evaluators of factory inspectors and the qualifications of each specialized group, including records of work experience, licenses held and other pertinent qualifications; descriptions of the type of work each group and each technician is expected to perform, and the qualifications of each group and each technician to perform the work assigned.
- (11) An outline of the training program, if any, of the agency to assure that all inspectors, evaluators, and other technicians are properly trained to do each job assigned to them.
- (12) An outline of the general procedures for supervision of inspectors and evaluators, including checking and evaluation of their work.
- (13) All engineers, technicians, and other personnel who will perform services for the organization but who are not employees of the organization, and the supervisory and other relationships which each will have to the agency.
- (14) Type of products, components, equipment, structures, and other items which the organization has evaluated, tested or inspected, and the number of years of experience the organization has had with each, and the type of codes, standards, specifications and requirements with respect to which organization has had experience in providing evaluation, inspection or testing services, and the number of years of experience with each.
- (15) Description of the record keeping system the agency proposes to use with particular regard to availability of records to the commission and the capacity to render reports to the commission.
- (16) Description of the frequency with which the agency is capable of performing inspections or evaluations.
- (17) List of the states in which the agency is now approved to inspect or evaluate premanufactured units or building components, and a further listing of those states in which the agency intends to seek such approval within the next 2 years.
- (18) Certification that the agency is able to evaluate building systems for compliance with the codes, standards, specifications and requirements adopted in this state, or premanufactured units or building components for compliance with approved building systems.

**APPLICANT** (Note: All correspondence will be sent to this address)

NAME OF COMPANY		APPLICANT NAME		LAST 4 DIGITS OF FEIN OR SS NO.
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPLICANT'S SIGNATURE		DATE	E-MAIL ADDRESS	FAX NUMBER (Include Area Code)