



CODE WORKS!

WWW.MICHIGAN.GOV/BCC

FALL 2009

ATTENTION READERS!

2009 HIGGINS LAKE TRAINING CANCELLED
Due to low attendance, the Bureau of Construction Codes has **cancelled** the state sponsored Building seminar at the MacMullan Conference Center at Higgins Lake November 17-19, 2009.

CODE CHANGES

Please visit BCC's website to monitor updates on code review processes.

BCC OFFICES CLOSED:

NOVEMBER 26 & 27

DECEMBER 24, 25 & 31

JANUARY 1 & 18, 2010

FEBRUARY 15, 2010

WORDS FROM DIRECTOR IRVIN J. POKE, AIA

When a governmental subdivision elects to enforce the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, and the state construction code, the local building department also takes on additional obligations. Hand in hand with the enforcement of the code are certain requirements of professional and trades licensing. Starting with the plan review process, the professional services for design and engineering must be performed by an architect or professional engineer licensed in accordance with 1980 PA 299. Any survey work must be performed by a professional surveyor that is licensed in accordance with 1980 PA 299 also. All construction documents must bear an original seal and an original signature of the licensed professional in "responsible charge" of the preparation of said documents. It should be noted that all construction documents are public records and subject to the Freedom of Information Act, 1976 PA 442, and must be provided to any party making a proper request.

An enforcing agency must also enforce the trades licensing statutes as related to construction. Except for the owner of a single family dwelling doing work in the dwelling he/she occupies, electrical, mechanical, and plumbing permits shall be issued only to licensed contractors. The code official is also responsible to assure that the work is performed by licensed trades persons and registered apprentices. The code official must also make sure that the ratio of licensed master or journey persons to apprentices is in accordance with the applicable statute. If there are violations of the act, the violation should be prosecuted in accordance with the statute. The bureau will pursue licensing actions against licensee that violate the statute.

Enforcing agencies must also investigate complaints against contractors and residential builders. If violations are found as a result of the investigation, they must be cited for correction under the appropriate permit. These complaints may be referred from the Bureau of Construction Codes or the Bureau of Commercial Services. The investigation reports should be thorough and factual, as the code official may be required to testify in court.

PLAN REVIEW DIVISION

RENEWABLE ENERGY STRUCTURES

Todd Cordill, Chief
Plan Review Division

Much attention has been given to renewable energy within the past two years in Michigan. This has been the result of innovation from private industry and initiatives of the Department of Energy, Labor & Economic Growth. The most common renewable energy structures are wind turbines and solar photovoltaic (PV) panels. Both types of renewable energy structures are subject to permits per 1972 Public Act 230, The Stille-DeRossett-Hale Single State Construction Code Act.

Wind turbine structures typically consist of a propeller centered on a nacelle that pivots atop a mast. The mast generally rests on a concrete footing or foundation much like that of a metal flagpole. This type of structure more closely resembles an aircraft propeller atop a large flagpole than it does a traditional agricultural windmill. The wind turbine that is driven by the propeller converts electricity from direct current to alternating current by means of an inverter that needs to be listed and labeled by an evaluation agency. Construction documents submitted for wind turbines pursuant to the issuance of construction permits need to show detailed information demonstrating the structural stability for static gravity loads and lateral loads (such as wind and seismic). The transfer of dynamic loads from the propeller to the stationary

portions of the structure shall also be considered in the design and shown on the construction documents.

Solar PV panels are mounted either on a mast or directly to a building roof or exterior wall, or on ground mounted pedestals. Construction documents submitted for solar PV panels pursuant to construction permits need to show detailed information demonstrating structural stability for static loads - both vertical and lateral. The most critical load for the structural design of a solar PV panel is the wind load. Wind uplift and surface pressures need to be addressed by adequate anchorage to the structure or foundation system and must be shown in detail on the construction documents.

If either a wind turbine structure or a solar PV panel is designed to be mounted directly to a building or structure, then the affected structural members shall be evaluated by the design professional in responsible charge of the project. Typically a building permit and electrical permit are required for installations of wind turbine structures and solar PV panels. The electrical information on the construction documents shall show connections to the electric utility grid and/or a private electrical system.

Questions can be directed to the Plan Review Division at (517) 241-9328.

MECHANICAL DIVISION

WHAT HAPPENED TO THE ODOR?

By Tennison Barry, Chief
Mechanical Division

(Adapted from an article by Paul R. Bladdick, FASSE, Master Plumber, titled "What Happened to the Odor?")

We know that natural gas as it comes from the ground is colorless and odorless and that the odor or mercaptan (Methanethiol, also known as methyl mercaptan, a colorless gas with a smell like rotten cabbage) is added by the selling gas distributor before it enters the local distribution system. The amount of additive is regulated by a formula used by the individual gas company. Not all companies use the same additive or the same formula for adding odor. They do, however, ALL know that the odor can be removed from the piping system under certain conditions. In fact, they teach it as part of their training sessions.

Did you know that the odor, under certain conditions, dissipates? I believe that a seriously high number of installers have absolutely no knowledge that this occurs.

The pickling process of new black steel pipe and the cutting oils used during installation can cause this phenomenon. These oils absorb the odor and for a short time no odor may be sensed. Depending on the size of the system, this time could be from a few seconds to several minutes. Section 406.7.2 of the International Fuel Gas Code requires that systems with pipe sizes greater than 3 inches be purged with an inert gas such as nitrogen or helium prior to inducing natural gas into the piping system. If this occurs, the possibility of raw gas entering a space without having a smell is possible. This could cause an explosion.

This article is to make you aware of the phenomenon that can happen. If you have any questions, you may contact Tennison Barry with the Mechanical Division at (517) 241-9325.

BOILER DIVISION

WHAT BOILER PIPING REQUIRES A BOILER LICENSEE?

Robert Aben, Chief

Boiler Division

To understand the question we need to know how boiler systems are categorized under the boiler law and rules.

The American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code is adopted by reference in the following Michigan Boiler Rules; R 408.4025, 408.4027, 408.4031, and 408.4032. This standard groups the parts of a boiler system into three areas: 1.) the boiler proper which is out to the first connection off the boiler; 2.) boiler external piping which is from the boiler to the first or second valve required by the code; and 3.) non-boiler external piping which is all piping beyond the first or second valve.

The piping systems discussed above are those associated with power boilers and high-pressure high temperature hot water boilers. Power boilers are those designed to operate at a pressure above 15 psi for steam or 160 psi or 250 degrees F for hot water. The installation, repair or replacement of boilers and external piping seldom create questions regarding licensing requirements. However, the third area, non-boiler external piping, continues to be disregarded, overlooked or misunderstood.

R 408.4032 states non-boiler external piping must be installed in accordance with ASME Code B31.1, and it

identifies four piping systems that must be installed to this code: 1.) “Blow-off piping beyond the second valve out to the safe point of discharge”; 2.) “Steam piping out to the load” (this includes high pressure high temperature hot water); 3.) “Feed water piping from the pump to the boiler”; and 4.) “Condensate piping.”

R 408.4033 identifies the permit requirements and states in part in subsection (a), “A person shall not install, or reinstall a boiler without holding a proper license and first securing a permit...” Subsection (b) states, “A person shall not install or replace welded pipe without holding a proper license and first securing a permit...” and subsection (c) states, “A person shall not install non-welded pipe without holding a proper license. A permit is not required.”

A “proper” license is considered one of the boiler licenses that meet the classification requirements for the size of boiler being worked on or a “P” classification for high-pressure piping as defined previously.

Piping systems of low pressure boilers and those high pressure systems not discussed here fall under the jurisdiction of the state or local mechanical enforcing agency.

Questions can be directed to the Boiler Division at (517) 241-9334.

BOARD AND COMMISSION MEETINGS

<u>Meeting</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Barrier Free Design Board	Jan 8	9:30 am	Okemos – Conf Room 3
Board of Boiler Rules	Dec 8	9:30 am	Okemos – Conf Room 3
Construction Code Commission	Jan 6	9:30 am	Okemos – Conf Room 3
Electrical Administrative Board	Dec 4	9:30 am	Okemos – Conf Room 3
	Feb 18	9:30 am	Okemos – Conf Room 3
Elevator Safety Board	Jan 15	9:30 am	Okemos – Conf Room 3
Manufactured Housing Commission	Dec 9	10:00 am	Okemos – Conf Room 3
	Feb 3	10:00 am	Okemos – Conf Room 3
Board of Mechanical Rules	Feb 17	9:00 am	Okemos – Conf Room 3
State Boundary Commission	Dec 10	1:30 pm	Okemos – Conf Room 3
	Jan 21	1:30 pm	Okemos – Conf Room 3
	Feb 11	1:30 pm	Okemos – Conf Room 3
State Plumbing Board	Dec 15	10:00 am	Okemos – Conf Room 3
	Feb 10	10:00 am	Okemos – Conf Room 3

OFFICE OF LAND SURVEY AND REMONUMENTATION

REVIEW & APPROVAL OF DIVISION RESIDES WITH LOCAL UNIT OF GOVERNMENT

By **Keith Lambert, Director**

Office of Land Survey & Remonumentation

The Office of Land Survey and Remonumentation (OLSR) is always glad to field questions concerning “plats” or “subdivisions” regarding the Land Division Act, 1967 PA 288. The statutory responsibilities of OLSR over “subdivisions”, defined in Section 102(f), can be found in Sections 151 and 171 of the Act.

MCL 560.102(f) states:

“Subdivide” or “subdivision” means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that is not exempted from the platting requirements of this act by sections 108 and 109. “Subdivide” or “subdivision” does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.”

OLSR forms an opinion of whether or not a subdivision plat meets the minimum requirements of the act and rules as outlined in MCL 560.151:

- (1) A certificate shall be signed and dated by the state treasurer, or may be signed and dated for him by an officer of the department of treasury, if authorized by the state treasurer.
- (2) The certificate shall signify that:
 - (a) The plat conforms, in his opinion, to all of the requirements of this act and to the published rules and regulations of the department of treasury, relative to plats.
 - (b) The plat has the state treasurer’s approval.

MCL 560.171 directs OLSR to review a subdivision plat and either approve it for compliance with the act or reject it with the reasons noted:

Within 15 days after receipt of the plat the department of labor and economic growth shall review the plat and do 1 of the following:

- (a) If the plat conforms to all of the provisions of this act, procure at least 4 exact copies at the surveyor’s expense, approve the plat, and send the original final plat to the register of deeds for recording.
- (b) Reject the plat and notify the proprietor in writing of the reasons.

In the past, OLSR has assisted both the general public and municipalities concerning “division” which is defined under Section 102(d) of the Land Division Act.

“Division” means the partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors, or assigns for the purpose of sale, or lease of more than 1 year, or of building development that results in 1 or more parcels of less than 40 acres or the equivalent, and that satisfies the requirements of sections 108 and 109. Division does not include a property transfer between 2 or more adjacent parcels, if the property taken from 1 parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of this act or the requirements of an applicable local ordinance.

However, the authority over approval/disapproval of “division” vests with the local authorities. Section 109 of the Act gives the jurisdiction regarding “division” to the local authority.

MCL 560.109 states:

“(1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official. However, a municipality with a population of 2,500 or less may enter into an agreement with a county to transfer to the county authority to approve or disapprove a division. An application is complete if it contains information necessary to ascertain whether the requirements of section 108 and this section are met. The assessor or other municipally designated official, or the county official, having authority to approve or disapprove a proposed division, shall provide the person who filed the application written notice whether the application is approved or disapproved and, if

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disapproved, all the reasons for disapproval. A complete application for a proposed division shall be approved if, in addition to the requirements of section 108, all of the following requirements are met:

(a) Each resulting parcel has an adequate and accurate legal description and is included in a tentative parcel map showing area, parcel lines, public utility easements, accessibility, and other requirements of this section and section 108. The tentative parcel map shall be a scale drawing showing the approximate dimensions of the parcels.

(b) Each resulting parcel has a depth of not more than 4 times the width or, if an ordinance referred to in subsection (5) requires a smaller depth to width ratio, a depth to width ratio as required by the ordinance. The municipality or county having authority to review proposed divisions may allow a greater depth to width ratio than that otherwise required by this subdivision or an ordinance referred to in subsection (5). The greater depth to width ratio shall be based on standards set forth in the ordinance referred to in subsection (5). The standards may include, but are not required to include and need not be limited to, exceptional topographic or physical conditions with respect to the parcel and compatibility with surrounding lands. The depth to width ratio requirements of this subdivision do not apply to a parcel larger than 10 acres, unless an ordinance referred to in subsection (5) provides otherwise, and do not apply to the remainder of the parent parcel or parent tract retained by the proprietor.

(c) Each resulting parcel has a width not less than that required by an ordinance referred to in subsection (5).

(d) Each resulting parcel has an area not less than that required by an ordinance referred to in subsection (5).

(e) Each resulting parcel is accessible.

(f) The division meets all of the requirements of section 108.

(g) Each resulting parcel that is a development site has adequate easements for public utilities from the parcel to existing public utility facilities.

(2) The right to make divisions exempt from the platting requirements of this act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract.

Section 108 of the Act specifies the number of allowable “divisions” according to the parent parcel or parent tract as:

(1) A division is not subject to the platting requirements

of this act.

(2) Subject to subsection (3), the division, together with any previous divisions of the same parent parcel or parent tract, shall result in a number of parcels not more than the sum of the following, as applicable:

(a) For the first 10 acres or fraction thereof in the parent parcel or parent tract, 4 parcels.

(b) For each whole 10 acres in excess of the first 10 acres in the parent parcel or parent tract, 1 additional parcel, for up to a maximum of 11 additional parcels.

(c) For each whole 40 acres in excess of the first 120 acres in the parent parcel or parent tract, 1 additional parcel.

(3) For a parent parcel or parent tract of not less than 20 acres, the division may result in a total of 2 parcels in addition to those permitted by subsection (2) if 1 or both of the following apply:

(a) Because of the establishment of 1 or more new roads, no new driveway accesses to an existing public road for any of the resulting parcels under subsection (2) or this subsection are created or required.

(b) One of the resulting parcels under subsection (2) and this subsection comprises not less than 60% of the area of the parent parcel or parent tract.

(4) A parcel of 40 acres or more created by the division of a parent parcel or parent tract shall not be counted toward the number of parcels permitted under subsections (2) and (3) and is not subject to section 109, if the parcel is accessible.

(5) A parcel or tract created by an exempt split or a division is not a new parent parcel or parent tract and may be further partitioned or split without being subject to the platting requirements of this act if all of the following requirements are met:

(a) Not less than 10 years have elapsed since the parcel or tract was recorded.

(b) The partitioning or splitting results in not more than the following number of parcels, whichever is less:

(i) Two parcels for the first 10 acres or fraction thereof in the parcel or tract plus 1 additional parcel for each whole 10 acres in excess of the first 10 acres in the parcel or tract.

(ii) Seven parcels or 10 parcels if one of the resulting parcels under this subsection comprises not less than 60% of the area of the parcel or tract being partitioned or split.

(c) The partitioning or splitting satisfies the requirements of section 109.

(6) A parcel or tract created under the provisions of

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subsection (5) may not be further partitioned or split without being subject to the platting requirements of this act, except in accordance with the provisions of subsection (5).

While OLSR will continue to assist inquiries with “subdivision” questions, it will encourage the general public to seek answers to their questions regarding “division” with their local municipality or locally designated municipal official that has the authority to approve or disapprove a proposed

division. Municipalities with questions concerning “division” may contact the following for guidance:

- Michigan Townships Association
(517) 321-6467
- Michigan Municipal League
(734) 662-3246

Questions relating to subdivision can be directed to OLSR at (517) 241-6321.

ELECTRICAL DIVISION

IMPORTANT INFORMATION REGARDING LICENSE RENEWALS

& 2008 CODE ADOPTION

By **Dan O'Donnell, Chief
Electrical Division**

It is that time again to renew your license issued by the Bureau of Construction Codes, Electrical Division. Annual licenses for journey and master electricians, fire alarm specialty technicians, and sign specialists expire December 31, 2009. The three year electrical contractor license, fire alarm, and sign contractors also expire December 31, 2009. Licensees who do not renew their license by December 31 can no longer perform installations covered by the license. After March 1, 2010, a \$50.00 late fee will be assessed to any license that has not been renewed. A code update course will not be required for the renewal of the 2010 licenses; however, master and journey electricians, fire alarm specialty technicians, and sign specialists will need to complete an approved 2008 code update course before renewing their license for 2011.

The 2008 Michigan Electrical Code (MEC) is effective December 2, 2009. The 2008 MEC consists of the 2008 Michigan Part 8 Electrical Code Rules and the 2008 National

Electrical Code/NFPA 70. There are some modifications in the Michigan Part 8 Code Rules. Some of the changes in the 2008 National Electrical Code are editorial changes and clarifications, but there are also many significant changes in the code. Code update courses offer an excellent opportunity to become familiar with the new changes.

Individuals who are interested in conducting a 2008 code update course must apply to the Electrical Division for approval prior to conducting the course. The application for approval is available on the [bureau's website](#) under Forms, then click Electrical Division.

As the winter season approaches, be mindful of the hazards that the changing Michigan weather can present. As the saying goes, an ounce of prevention is worth a pound of cure! Take care and, as always, be safe!

Questions can be directed to the Electrical Division at (517) 241-9320.

PROVIDING FOR
MICHIGAN'S SAFETY
IN THE BUILT ENVIRONMENT

PLUMBING DIVISION

CONTRACTOR LICENSING REQUIREMENTS &

WHO PERFORMS SEWER & WATER SERVICE INSPECTIONS

By Robert Konyndyk, Chief
Plumbing Division

The two major topics related to division activities affecting our profession in recent months are contractor licensing requirements and who performs sewer and water service inspections.

Construction slow downs resulting in layoffs have increased unauthorized individuals performing plumbing services. Those unauthorized individuals might be masters, journey, registered apprentices, or individuals outside the plumbing licensing program installing plumbing. Only licensed plumbing contractors may enter into an agreement to install plumbing. Individuals entering into a contract or subcontracting without a plumbing contractor's license face the enforcement penalties of the State Plumbing Act, 2002 PA 733. Do not assume those individuals who have been operating have a valid contractor's license; further, they may not be represented by a master plumber as required by PA 733. It is also unacceptable for a licensed contractor to obtain a permit for another individual apart from their company. The common term for that is an individual "selling their license."

Licensing information is available on the [bureau's website](#) under Online Services, then clicking Online License Search. Plumbing inspectors around the state are the primary individuals who should be verifying permits are pulled by the appropriate licensee.

Inquiries recently made to the courts and jurisdictions have again dictated the need to remind inspectors and licensees that building sewers and water services (both outside the structure) shall be inspected by registered plumbing inspectors. It is common to experience cooperation between Department of Public Works employees and registered plumbing inspectors; however, the jurisdictional responsibility is that of the registered plumbing inspector. There are several areas such as statutes, rules, and the code that govern these inspections and materials.

Questions on these matters may be directed to Robert Konyndyk, Plumbing Division, (517) 241-9330.

INVOICES FOR BUILDING, ELECTRICAL, MECHANICAL & PLUMBING PERMITS CAN NOW BE PAID ONLINE THROUGH BCC'S ONLINE PERMIT MANAGER

BCC can now accept payments online for outstanding invoices for building, electrical, mechanical and plumbing permits. Payment must be made by a credit card and includes an additional processing fee of \$5.00 plus 10% of the total invoice balance. A link to [Online Permitting](#) is provided on the [bureau's website](#) under Quick Links. Step-by-step instructions are provided to guide users through the payment process.

BUILDING DIVISION

WHAT IS REQUIRED TO SECURE A CERTIFICATE OF OCCUPANCY?

By Charles Curtis, Assistant Chief
Building Division

Late summer and early fall is the Bureau of Construction Codes' (BCC) busiest time of the year for issuing Certificates of Occupancy (C of O), a majority being school projects. Contractors and homeowners often ask the question: "How do I secure a C of O for my project?" Described below is the process leading up to requesting a C of O and instructions on how to request it.

The first step is to secure all construction permits required by Section 105 of the Michigan Building Code (MBC) and R105 of the Michigan Residential Code (MRC) for the specific project and to submit construction documents (as required by MBC, Section 106 and MRC, Section R106), including the building, electrical, mechanical, plumbing, elevator, and boiler permits as well as any appropriate fire safety approvals. Once you have secured the appropriate permits and your approved construction documents, construction may commence. The permit holder or the owner must call each inspector for the required inspections (pursuant to MBC, Section 109 and MRC, Section R109) to be conducted for compliance with the applicable codes. The first building inspection is the foundation inspection, followed by a backfill inspection (as required by MBC, Section 109.3 and MRC, Section R109.1.1). When the foundation system has been approved for compliance with the code, the next inspection will be the rough stage of the construction. All disciplines must conduct inspections for compliance with each specific code (pursuant to MBC, Section 109.4 and MRC, Section R109.1.4). After all applicable approvals have been granted (electrical, mechanical, plumbing, boiler, elevator, etc.) and all the construction has been completed,

final inspections are necessary to show compliance with the applicable codes (pursuant to MBC, Section 109.3.10 and MRC, Section R109.1.6), approved construction documents, and other required laws have been satisfied.

The permit holder must request, in writing, a C of O from BCC, Building Division. The request must list the permit numbers from each of the required permits for the project (i.e., building, plumbing, mechanical, electrical, boiler, and/or elevator). If the applicable information is not included in the request, there will be a delay in processing the request.

The process is the same for contractors that are performing construction on schools, with the addition of the appropriate Bureau of Fire Services (BFS) approvals and final inspections. For example: A school has an addition proposed for next summer and wants to occupy the structure for the next school year. Construction documents need to be submitted to BCC and the BFS for approval. The required permits include **building, electrical, plumbing, mechanical, boiler, elevator as well as approval from the BFS**. The written request for a C of O must include each permit number from the disciplines previously listed and approved plan review numbers issued by the bureau. The Building Division will verify each permit has a final inspection, and only then, will BCC issue a C of O. **Please note it is illegal for areas of a structure undergoing any construction or new structures to be occupied until a C of O is issued for that area of the building.**

Questions regarding this article may be directed to the Building Division at (517) 241-9317.

JOINT TRAINING EFFORT

The Code Officials Conference of Michigan (COCM) and the Bureau of Construction Codes are working on their first joint effort in providing educational and training programs which meet the requirements of the Building Officials and Inspectors Registration Act (1986 PA 54).

Classes will be offered for building, electrical, mechanical, and plumbing officials, inspectors, and plan reviewers and will be held January 26 and January 27, 2010, in Lansing, MI. Information regarding the training will be mailed in October 2009 or can be obtained by visiting COCM.org.

ELEVATOR SAFETY DIVISION

SERVICE AND EXAMINATION REQUIREMENTS OF ELEVATORS

By **Cal Rogler, Chief**
Elevator Safety Division

The Elevator Safety Division has been asked to provide the following information regarding the requirements for service and examination of elevators. As stated in Michigan Elevator Rule 25:

R 408.7025 Service and examination of power elevators; frequency; exceptions.

Rule 25. A power elevator, except a private residence elevator, private residence inclined elevator, private residence platform lift, or private residence stairway chairlift, shall be serviced and examined for defects by a licensed elevator journey person at least once every 90 days, except for the following devices which shall be serviced and examined at least once every 180 days:

- (a) Dumbwaiters.
- (b) One-person elevators, electric and hand-powered.
- (c) Platform lifts and stairway chairlifts in buildings other than private residences.

An accessible written record of all service and examination shall be maintained in the machine room or on-site if a machine room does not exist.

The required accessible written record of all service and examination shall be maintained in the machine room or on-site if a machine room does not exist.” If the elevator inspector is unable to find the record in the elevator machine room a correction order will be written for compliance.

The record must document the name and license number of the licensed elevator journey person that provided the service and/or examination and the date on which it was provided. The date must include the month, day, and year. As previously stated, timelines which are based on device type require service and examination at least once every 90 days or at least once every 180 days. As these timelines are maximums, service and/or examinations done in less than the stated timelines are acceptable and meet the requirement. However, service and examinations done at longer intervals would not comply with the requirements and may be written up by the elevator inspector on a correction order for compliance.

The required accessible written record must properly document all service and examinations. This record is an ongoing document which reflects the current and past service and/or examinations of the elevating device. As such, these records should not be removed from the machine room. Should the record not contain the necessary information the elevator inspector may issue a correction order to require compliance.

If you have questions or concerns with regards to service and examination requirements of elevators, please feel free to contact the Elevator Safety Division at (517) 241-9337.

BCC CONTACT INFORMATION

Telephone Numbers:

Administration (517) 241-9302
Office of Administrative Services (517) 335-2972
Office of Management Services (517) 241-9313
Boiler Division (517) 241-9334
Building Division (517) 241-9317
Electrical Division (517) 241-9320
Elevator Safety Division (517) 241-9337
Mechanical Division (517) 241-9325
Office of Local Government & Consumer Services (517) 241-9347
Office of Land Survey & Remonumentation (517) 241-6321
(includes State Boundary Commission)
Plan Review Division (517) 241-9328
Plumbing Division (517) 241-9330

Facsimile Numbers:

Administration & Office of Administrative Services (517) 241-9570
Office of Management Services & Plumbing Div. (517) 373-8547
Building, Electrical, Mechanical, Plan Review Div., OLGCS
(517) 241-9308
Office of Land Survey & Remonumentation, Boiler & Elevator
Safety Divisions (517) 241-6301

Mailing Addresses:

P.O. Box 30254 (Codes: general correspondence)
P.O. Box 30255 (Codes: permits, licenses, and other documents
containing payment)
P.O. Box 30704 (Office of Land Survey & Remonumentation)
Lansing, Michigan 48909

LICENSE EXAMINATION DATES

BCC ONLINE SERVICES

[Manufactured Home Affidavit of Affixture
Online Lookup](#)
[Online License Search](#)
[Disciplinary Action Report](#)
[Easy Access to Permit & License Verification](#)
[Statewide Search for Subdivision Plats](#)
[Statewide Search for Remonumentation Data](#)
[County Remonumentation Data Entry](#)
[Building System Approval Reports](#)
[Online Code Training Series](#)

BCC QUICK LINKS

[Online Permitting](#)
[Online License Renewals](#)
[Codes & Standards Order Form](#)
[Statewide Jurisdiction List](#)
[Local School Construction Enforcement List](#)
[Product Approvals](#)

CIVIL SERVICE WEBSITE

[State Job Postings](#)

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Beth Hunter Aben

Editors

Deborah Young

Tracie Pack

Created under the authority of
1972 PA 230.

<u>Examination</u>	<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Boiler Installer and Repairer	Dec 2, 3	Okemos	Nov 6
	Mar 3, 4	Okemos	Feb 5
Boiler National Board	Dec 2, 3	Okemos	Nov 6
	Mar 3, 4	Lansing	Feb 5
Electrical/Fire Alarm/Sign Contractor	Jan 21	Okemos	Dec 18
Fire Alarm Spec. Tech./Sign Spec.	Nov 18	Okemos	Oct 20
Electrician - Journeyman	Feb 25	Lansing	Jan 27
Electrician - Master	Feb 25	Lansing	Jan 27
Elevator Journeyperson	Nov 24	Okemos	Nov 3
	Jan 26	Okemos	Jan 5
Elevator Contractor/Cert. of Comp.	Jan 15	Okemos	Dec 28
Mechanical Contractor	Dec 8	Lansing	Nov 5
Plumbing - Contractor	Dec 9	East Lansing	
	March 24	East Lansing	
Plumbing - Master and Journey	Dec 16	East Lansing	
	Mar 3	East Lansing	

Dates and times are subject to change. Visit the [BCC website](#) for updates.



DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.