

**Application to Administer and Enforce**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Administrative Services Division  
P.O. Box 30254, Lansing, MI 48909  
517-241-9303  
E-Mail: lara-bcc-Boards-Commissions@michigan.gov  
www.michigan.gov/bcc

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

NAME OF GOVERNMENTAL SUBDIVISION		CONTACT PERSON (Elected Official)	
ADDRESS (Street Number and Name)			
CITY	COUNTY	STATE <b>MI</b>	ZIP CODE
TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	E-MAIL ADDRESS	

<b>Code Adoption</b>
<input type="checkbox"/> Administration and enforcement of 1972 PA 230 (the Act) and the state construction code, is to be pursuant to MCL 125.1508b, Section 8b(6) of the Act. If only requesting authority to enforce a part of the state code as defined in MCL 125.1502a, Section 2(a)(1)(l) of the Act and as provided for in MCL 125.1504, Section 4(2) of the Act, please check the part or parts for which you are requesting authority.  <div style="display: flex; justify-content: space-around; text-align: center;"> <span><input type="checkbox"/> <b>Building</b></span> <span><input type="checkbox"/> <b>Electrical</b></span> <span><input type="checkbox"/> <b>Mechanical</b></span> <span><input type="checkbox"/> <b>Plumbing</b></span> </div>

<p>By checking the boxes below you are certifying the following:</p> <input type="checkbox"/> A copy of the certified, adopted ordinance is attached. <input type="checkbox"/> The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules. <input type="checkbox"/> Agency personnel are provided as necessary. <input type="checkbox"/> Administrative services are provided. <input type="checkbox"/> Plan review services are provided. <input type="checkbox"/> Timely field inspection services will be provided. <input type="checkbox"/> A Construction Board of Appeals is in place per MCL 125.1514. <input type="checkbox"/> Enforcing agency has immediate access to the codes & standards for which you have applied to administer & enforce.
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<b>Certification</b>
<p><b>I certify the governmental subdivision listed above meets the requirements of 1972 PA 230, MCL 125.1508b, Section 8b(6) and the information given in this application to administer and enforce is true and accurate to the best of my knowledge. I am aware that failure to follow the duties recognized under 1972 PA 230, the code, and our ordinance may result in withdrawal of responsibility to administer and enforce the act and code.</b></p> <p>Name of Elected Official (Type or Print) _____ Title _____</p> <p>Signature of Elected Official _____ Date _____</p>

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**The following items are requirements approved by the State Construction Code Commission. Bureau of Construction Code staff will not review or analyze these documents. Only documents received 60 days prior to the date of the Commission meeting will be included in the Commission agenda packet for their review.**

**Reason for application.** This would include indicating how permit applications and inspections are currently being handled and how this will be improved by changing who is enforcing the codes.

**Identify affected parties.** This would include what impact this will have on the agency currently enforcing the codes and how the change will improve the service to the end user.

**Registration of governmental subdivision and enforcing agency personnel.** Indicate that the Building Official is employed by the municipality and include copies of any contracts with private contractors.

Indicate makeup of **Construction Board of Appeals** members and provide process and forms for appeal.

**List of administrative personnel and services provided** including FOIA, document retention schedule and location of records/documents.

**Provide drafts of all public facing documents** including permits, correction/violation notices, certificate of occupancy, notice to appear or show cause and stop work orders.

Indicate your **process for establishing reasonable fees.**

**Provide draft of proposed fees** for permits, plan reviews, inspections, certificate of use and occupancy and registration of licenses.

**Provide copies of draft budget for the department.** If a private company is being used and a percentage of the fees collected will be returned to the municipality provide budget indicating how that money will be used.

**Documents and/or questions should be submitted either via email to:**

**[LARA-BCC-Boards-Commissions@michigan.gov](mailto:LARA-BCC-Boards-Commissions@michigan.gov)**

**or USPS to:**

**Construction Code Commission  
c/o BCC-Administrative Services Division  
P.O. Box 30254  
Lansing, MI 48909**

BCC will forward your information to the Commission for response.