



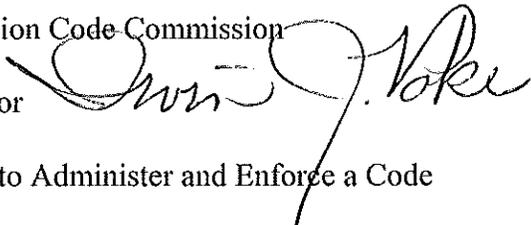
RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
DIRECTOR

STEVEN H. HILFINGER  
DIRECTOR

**DOCUMENT #11-40**

September 21, 2011

TO: Members of the Construction Code Commission  
FROM: Irvin J. Poke, AIA, Director   
SUBJECT: Application for Approval to Administer and Enforce a Code

The following unit of government has submitted an application for approval to administer and enforce the Michigan code, along with a proposed ordinance:

- 1. B-11-10 City of Highland Park/Wayne County**  
Michigan Building Code  
Ordinance: 1195, Adopted 09-13-2011  
Inspector/Plan Reviewer: Robert Hudson (Registration No. 000129)  
Currently state enforced
- 2. E-11-10 City of Highland Park/Wayne County**  
Michigan Electrical Code  
Inspector/ Plan Reviewer: Ronny McClesky (Registration No. 005318)  
Currently state enforced
- 3. M-11-08 City of Highland Park/Wayne County**  
Michigan Mechanical Code  
Inspector/Plan Reviewer: Eugene Burke (Registration No. 002633)  
Currently state enforced
- 4. P-11-11 City of Highland Park/Wayne County**  
Michigan Plumbing Code  
Inspector/ Plan Reviewer: Eugene Burke (Registration No. 002633)  
Currently state enforced

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## **FINDINGS**

1. The City did not provide certified copies of adopted ordinances assuming the responsibility for the administration and enforcement of the Act and the electrical, mechanical and plumbing codes as required by Section A of the application.
2. The City did not provide a current and consistent method of access to the standards found within: Chapter 35 of the Michigan Building Code, Chapter 44 of the Michigan Residential Code, Chapter 15 of the Michigan Mechanical Code, and Chapter 13 of the Michigan Plumbing Code.
3. The inspection and plan review cost analysis provided by the City is not properly developed. The City's program overhead cost is stated at three times the cost of inspector compensation at an hourly rate. The City is required to provide additional clarification regarding its program cost analysis.
4. The City did not provide copies of executed personal employment service agreements.

**RECOMMENDATION:** Due to concerns listed above regarding the City's Application to Administer and Enforce, staff recommends that the unit of government listed not be approved to administer and enforce the code.

IJP/hc

# City of Highland Park

12050 Woodward Avenue  
Highland Park, MI 48203

## Application To Administer and Enforce Codes

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SEP 10 2011



# City of Highland Park

Robert B. Blackwell Municipal Building  
12050 Woodward Avenue  
Highland Park, Michigan 48203

Mayor Hubert Yopp

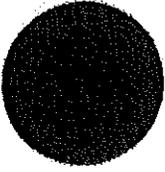
313-252-0050 ext. 240

313-852-7320

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES



# City of Highland Park

12050 Woodward Avenue  
Highland Park, MI 48203

August 17, 2011

Mr. Irvin Polk, Executive Director  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254, Lansing, MI 48909

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Dear Mr. Polk:

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

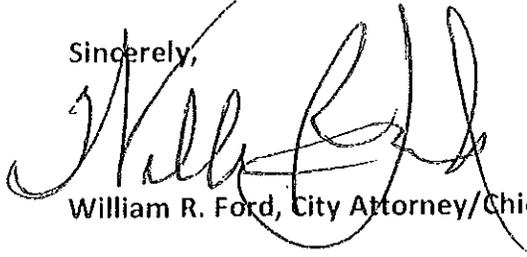
Subject: Application to Administer and Enforce Codes

Enclosed is an application package for the City of Highland Park to Administer and Enforce Construction Codes.

- A. **CODE ADOPTION** – It is the intent of the City of Highland Park to assume responsibility for the Administration and Enforcement of the act and the State Code in accordance with Section 9 of Act 230 of the Public Acts of 1972...et. Al. *A certified copy of the ordinance assuming responsibility for administration and enforcement of the act and the code is submitted as ATTACHMENT 1.* The codes to be enforced are stated on the application.
- B. **ENFORCING AGENCY** – *Information regarding the Inspectors and Plan Reviewers registered with the State of Michigan as well as their Registration Numbers are submitted as ATTACHMENT 2. Permit applications for each code/trade, along with related registration forms and affidavits are submitted as ATTACHMENT 3. City of Highland Park Procedures to Administration and Enforce Construction Codes is submitted as ATTACHMENT 4. City of Highland Park fee Schedule for services for the Administration and Enforcement of Construction Codes is submitted as ATTACHMENT 5.*
- C. **CONSTRUCTION BOARD OF APPEALS** – In accordance with Section 14 of Act 230 of 1972, as amended, the City Council of the City of Highland Park is considering a resolution to appoint a four member Construction Board of Appeals. The board will be comprised of: 1) Jeffrey Daniel Harrison; Architect. 2) James Frank Busha; Professional Engineer. 3) Charles R. Scales JR; Professional engineer. 4) Sidney W. Cobb; Architect. It is our hope that a certified copy of the resolution appointing these persons will be available within the next 10 business days. *City of Highland Park Board of Appeals procedures is submitted as ATTACHMENT 6.*

Your cooperation in guiding us through this phase of our application process is appreciated. Questions or concerns regarding this application should be addressed to Robert A. Hudson, our Building Official at (313) 352-0050 Ext. 209.

Sincerely,



William R. Ford, City Attorney/Chief of Staff

Cc: Mayor, City of Highland Park  
Sandy McDonald, Community Development Director  
Josephine Powell, Assistant City Attorney  
Robert Hudson, Building Official

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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
DIRECTOR

RICK SNYDER  
GOVERNOR

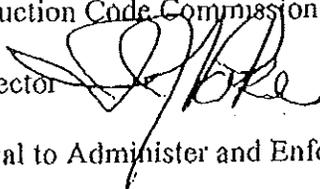
STEVEN H. HILFINGER  
DIRECTOR

DOCUMENT #11-32

June 24, 2011

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SEP 16 2011

TO: Members of the Construction Code Commission  
FROM: Irvin J. Poke, AIA, Director   
SUBJECT: Application for Approval to Administer and Enforce a Code

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

The following unit of government has submitted an application for approval to administer and enforce the Michigan code, along with a proposed ordinance:

1. B-11-08 City of Highland Park/Wayne County  
Michigan Building Code  
Inspector/Plan Reviewer: Robert Hudson (Registration No. 000129)  
Previously state enforced
2. E-11-07 City of Highland Park/Wayne County  
Michigan Electrical Code  
Inspector/ Plan Reviewer: Ronny McClesky (Registration No. 005318)  
Previously state enforced.
3. M-11-06 City of Highland Park/Wayne County  
Michigan Mechanical Code  
Inspector/Plan Reviewer: Eugene Burke (Registration No. 002633)  
Previously state enforced
4. P-11-08 City of Highland Park/Wayne County  
Michigan Plumbing Code  
Inspector/ Plan Reviewer: Eugene Burke (Registration No. 002633)  
Previously state enforced

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**FINDINGS**

1. The City's proposed permit application forms reference inspection and approval by State Inspectors within the Homeowner Affidavit Section No. VI of the forms and reference the Bureau of Construction Codes within the instructions for completing the application. The forms also lack full phone numbers for contacting the enforcing agency.
2. No separate building, electrical, mechanical and plumbing permit forms were provided for review. A generic permit form was provided.
3. The City has utilized the Bureau's fee schedule for building permits and plan reviews based upon the square foot construction cost table. The fees may not reflect the City's actual cost of providing the service to the public.
4. Fire Alarm Fee Schedule No. 6 references the City of Rochester Hills for contractor license registration.
5. A fee for a barrier free design plan review is set at 25% of the building code plan review fee. This may lead to applicants being charged a separate fee for receiving a duplicate service.
6. A fee for an energy code plan review will be 25% of the building code plan review fee. This also may lead to applicants being charged a separate fee for receiving a duplicate service.
7. There were no copies of inspector employment agreements or contracts provided for review.
8. There was no information providing the means and method of inspector compensation.
9. There was no information providing the days and hours of enforcing agency operation
10. There was no information regarding the method and calculations utilized to establish the fees charged for construction code services provided to the public.
11. There was no proposed building department budget and staffing information provided for review.
12. The city should provide assurance that a library of codes and standards are available for use by the inspectors and plan reviewers.

**RECOMMENDATION:** Due to concerns listed above regarding the City's Application to Administer and Enforce, staff recommends that the unit of government listed not be approved to administer and enforce the code.

IJP/hc

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SEP 16 2011

Robert A. Hudson, Building Official  
City of Highland Park Building and Safety Department  
12050 Woodward Avenue  
Highland Park, MI 48203  
July 7, 2011

Irvin Poke, AIA  
Executive Director  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254, Lansing, MI 48909

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Dear Mr. Poke:

This letter will address the items listed in the letter of findings dated June 24, 2011. I have written a response to each item and included revised documents as requested.

1. The City's proposed permit application forms reference inspection and approval by State Inspectors within the Homeowners Affidavit Section No VI of the forms and reference the Bureau of Construction Codes within the instructions for completing the application. The forms also lack full phone numbers for contacting the enforcing agency.
  - a. I have removed any reference to the Bureau of Construction Codes and revised the building, electrical, mechanical and plumbing permit applications.
2. No Separate building, electrical, mechanical and plumbing permit forms were provided for review. A generic permit form was provided.
  - a. I have revised the Building, Electrical, Mechanical and Plumbing permit applications and installed the appropriate information for the City of Highland Park.
3. The City has utilized the Bureau's fee schedule for building permits and plan reviews based upon the square foot construction cost table. The fees may not reflect the City's actual cost of providing the service to the public.
  - a. I have submitted a proposed budget as a starting point and I realize that the fees may need to be adjusted based on real numbers. We will be tracking all revenue and expenses

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• Mr. Irvin Polk  
July 7, 2011  
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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

and will make adjustments as required. I have read public act 230 and I understand that the revenue and expenses should be matched as closely as possible and that the Building and Safety Department cannot generate a profit.

4. Fire Alarm Fee Schedule No, 6 references the City of Rochester Hills for contractor license registration.
  - a. I have removed the reference to The City of Rochester Hills and replaced it with the City of Highland Park.
5. A fee for a barrier free design plan review is set at 25% of the building code plan review fee. This may lead to applicants being charged a separate fee for receiving a duplicate service.
  - a. I have removed this item from the fee schedule.
6. A fee for an energy code plan review is set at 25% of the building code plan review fee. This may lead to applicants being charged a separate fee for receiving a duplicate service.
  - a. I have removed this item from the fee schedule.
7. There were no copies of inspector employment agreements or contracts provided for review.
  - a. Attached are inspector employment agreements for Electrical, Mechanical and Plumbing Inspectors.
8. There was no information providing the means and method of inspector compensation.
  - a. The Electrical, Mechanical and Plumbing Inspectors will be independent contractors.
  - b. The inspectors will be compensated at the rate of \$25 per inspection.
  - c. The inspectors will use their own vehicles and will be reimbursed for mileage based on current law.
9. There was no information providing the days and hour of enforcing agency operation.
  - a. The Building and Safety Department office is located on the first floor of The Highland Park City Hall, 12050 Woodward Avenue, Highland Park, MI 48203.

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Mr. Irvin Polk  
July 7, 2011  
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- b. The Building and Safety Department counter will be open to the public Monday through Friday from 9 a.m. until 5 p.m.
  - c. Building, Electrical, Plumbing and Mechanical Inspections will be performed Monday, Wednesday and Friday between 9 a.m. until 5 p.m.
  - d. The Building Official is employed full time and will work Monday through Friday from 9 a.m. until 5 p.m. The Building Official will perform scheduled Building Inspections Monday, Wednesday and Friday and on Tuesday and Thursday for open-hole, trench and other inspections related to demolition, excavations and/or public safety.
  - e. There will be a full-time Building and Safety Department clerk at the front counter during business hours; Monday through Friday from 9 a.m. until 5 p.m. to assist applicants, answer questions, accept permit applications and construction documents, label submitted construction documents, issued approved permits, generate invoices, accept and coordinate inspection requests.
  - f. If the number of permits and inspection requests increases to a point where the inspectors cannot properly complete them all on their scheduled work days, additional days for inspections will be added.
10. There was no information regarding the method and calculations utilized to establish the fees charged for construction code services provided to the public.
- a. The following method was used to establish Building and Safety Department Fees.
  - b. We polled two neighboring communities current fee schedule and took the average of the two communities. At the end of the first budget year our fees will be reviewed based on services provided and actual costs and adjusted if necessary.
11. There was no proposed building department budget and staffing information provided for review.
- a. I have attached a budget based on the following staffing levels:
    - i. 1 full-time Building Official/Building Inspector.

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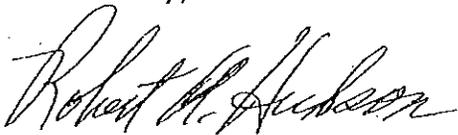
Mr. Irvin Polk  
July 7, 2011  
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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

- ii. 1 full-time Building and Safety Department Clerk.
  - iii. 3 Contractual Inspectors; 1 Electrical Inspector, 1 Mechanical Inspector and 1 Plumbing Inspector.
  - iv. All necessary supplies, equipment, support services and overhead necessary to properly perform the functions required to enforce the State Construction Code.
12. The city should provide assurance that a library of codes and standards are available for use by the inspectors and plan reviewers.
- a. The department is ordering two complete sets of all of the necessary code books, commentaries and standards as required. One complete set will remain in the Building and Safety Department office library for public inspection and office use. The other set will be assigned to the appropriate inspectors to use in the field and for performing plan reviews. An electronic version will be purchased so that the inspectors can cut and paste the exact code sections into their plan review letters.

I would like to thank you and your staff for their help working through this application process; I hope I have addressed all of your concerns.

Sincerely,



Robert A. Hudson  
Building Official  
City of Highland Park



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
DIRECTOR

STEVEN H. HILFINGER  
DIRECTOR

August 10, 2011

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Mr. Robert Hudson, Building Official  
City of Highland Park  
12050 Woodward Avenue  
Highland Park, MI 48203

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

RE: Application to Administer and Enforce

Dear Mr. Hudson:

This acknowledges receipt of the information you submitted to this office via facsimile on July 28, 2011, in regard to the above-captioned matter. Based upon our review, it appears the information is intended to address the findings that were presented to the State Construction Code Commission at its meeting on July 6, 2011.

However, as a result of the Commission's disapproval of the City's Application to Administer and Enforce, in accordance with Section 8b (6) of the Act, a governmental subdivision that receives a disapproval may resubmit its application for approval. In addition to the findings listed within the Decision of the Michigan Construction Code Commission that was provided to you on or about July 15, 2011, additional concerns have been identified within the City's information.

- It is indicated upon the City's Application to Administer and Enforce form that the City's Building Official is named as an ex-officio member of its Construction Board of Appeals. This is inappropriate as Mr. Hudson may be reviewing decisions rendered by himself creating a potential conflict of interest. Therefore, Mr. Hudson should be removed as a member of the board of appeals.
- Additionally, the City submitted a form to be utilized for the registration of contractor's licenses. The City should submit a copy of an adopted ordinance authorizing the City to collect fees for the registration of contractor's licenses.

As indicated above, if the City intends to pursue the State Construction Code Commission's approval to locally administer and enforce the Michigan construction codes, the City must resubmit an Application to Administer and Enforce, a certified copy of an adopted ordinance, and all related additional information tabbed and indexed for review. Upon completion of a successful review, the City's information will be presented to the Commission for consideration.

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OFFICE OF ADMINISTRATIVE SERVICES

Mr. Robert Hudson  
Page 2  
August 10, 2011

Please be aware that incomplete submissions may delay the process for approval of the application by the State Construction Code Commission. The Commission's next meeting is October 5, 2011. The deadline for items to be considered for the meeting's agenda is 45 days prior to the meeting date. If you have questions, you may contact me at (517) 335-2972.

Sincerely,



Michael Somers, Local Government Analyst  
Office of Administrative Services

MDS/ms

cc: Irvin Poke, AIA, Director, Bureau of Construction Codes  
Deb Young, Director, Office of Administrative Services

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**Application to Administer and Enforce**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254, Lansing, MI 48909  
517-335-2972  
www.michigan.gov/bcc

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**BUREAU OF CONSTRUCTION CODES**  
**OFFICE OF ADMINISTRATIVE SERVICES**

Authority: 1972 PA 230 Completion: Mandatory Penalty: Governmental subdivisions will not be approved to administer and enforce code(s)	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
--	--

NAME OF GOVERNMENTAL SUBDIVISION City of Highland Park		CONTACT PERSON (Elected Official) Robert A. Hudson, Building Official	
ADDRESS (Street Number and Name) 12050 Woodward Avenue			
CITY Highland Park	COUNTY Wayne	STATE MI	ZIP CODE 48203
TELEPHONE NUMBER (Include Area Code) (313) 352-0050	FAX NUMBER (Include Area Code) (313) 868-8256	E-MAIL ADDRESS rhudson@highlandparkcity.us	

**A. Code Adoption**

To assume responsibility for the administration and enforcement of the act and the state code in accordance with Section 8b(6) of 1972 PA 230. **Attach a copy of the ordinance assuming responsibility for administration and enforcement of the act and the code. (Ordinance may be a proposed ordinance)**

---

**State Code(s) to be Enforced**

Building                       Mechanical  
 Electrical                       Plumbing

**B. Enforcing Agency**

1.  This is to certify the enforcing agency is qualified by experience or training to perform the duties associated with construction code administration and enforcement, including the code and all related acts and rules.

Name of Inspector(s) <i>(Attach additional sheet, if necessary)</i>	Registration Number	Experience and/or Qualifications
Robert Hudson	000129	Bldg Official, Bldg Insp and Plan Review
Ronny McCleskey	005318	Elect Insp and Plan Reviewer
Eugene Burke	002633	Mech Insp and Plan Reviewer
Eugene Burke	002633	Plumb Insp and Plan Reviewer

Name of Plan Reviewer(s) <i>(Attach additional sheet, if necessary)</i>	Registration Number	Experience and/or Qualifications
Robert Hudson	000129	Bldg Official, Bldg Insp and Plan Review
Ronny McCleskey	005318	Elect Insp and Plan Reviewer
Eugene Burke	002633	Plumb and Mech Insp and Plan Reviewer

Each inspector listed on the application must provide verification that he/she will perform inspections and/or plan review functions for the specific code discipline(s) identified.

Are the inspector(s) listed above associated with a private inspection agency?     Yes             No

If yes, complete the following:

Name and address of the private inspection agency \_\_\_\_\_

Governmental official responsible for the decision making as it relates to code administration and enforcement.

Name Robert Hudson                      Title Building Official                      Registration No. 000129

*(Attorney General Opinion No. 4885, dated August 15, 1975, provides that an enforcing agency must be a public official or governmental agency. Inspection functions or other technical assistance may be performed under contract with a private organization, but all decisions and official actions based on such inspection or technical advice must be made by the enforcing agency. Any formal actions such as the issuance, suspension, revocation, or cancellation of permits is exclusively within the purview of the governmental entity. Decision making by a non-governmental entity in which government is not the final authority is in violation of the Michigan Constitution.)*

**B. Enforcing Agency (continued)**

2. This is to certify the following services will be provided by the enforcing agency:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Plan Review   | <input checked="" type="checkbox"/> Permit issuance      | <input checked="" type="checkbox"/> Timely field inspections                     |
| <input checked="" type="checkbox"/> Issuance of final approval and certificate of occupancy | <input checked="" type="checkbox"/> Retention of records | <input checked="" type="checkbox"/> Identification/resolution of code violations |

3.  This is to certify a copy of the ordinance(s) assuming the responsibility to administer and enforce the state code(s) and a copy of each code enforced will be available for public viewing at the offices of the local governmental subdivision.

4.  This is to certify the application for permit and permit forms are in compliance with the requirements of Section 10 of 1972 PA 230. **Attach copies of the application(s) for permit and a copy of the permit form.**

5.  This is to certify that procedures for the administration and enforcement of the code have been adopted by the enforcing agency. These procedures govern the operation of the code administration and enforcement program for the governmental subdivision. The procedures should include:

- (i) How permit applications are reviewed and approved.
- (ii) How plans are reviewed and violations identified during the process are resolved.
- (iii) How permits are issued.
- (iv) How inspections are scheduled and findings reported.
- (v) How code violations identified during inspections are resolved.
- (vi) Record keeping procedures.
- (vii) How certificates of occupancy and final approvals are issued.

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**Attach a copy of the procedures for the administration and enforcement of the code(s).**

6.  This is to certify fees have been adopted for the administration and enforcement of the code(s) in compliance with Section 22 of 1972 PA 230. **Attach a copy of the fee schedule.**

**C. Construction Board of Appeals**

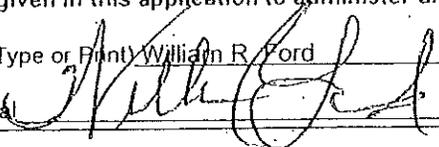
This is to certify a Construction Board of Appeals has been established in accordance with Section 14 of 1972 PA 230. The names and qualifications of the members of the Construction Board of Appeals is listed below. *(Attach additional sheet, if necessary)*

Attach a copy of the Board of Appeals procedures.

Name	Qualifications <small>(Include professional license number and/or registration number)</small>
Jeffrey Harrison, SDG Associates	Architect, BCS #1301053767
James Busha,	Professional Engineer, BCS #6201044384
Charles R. Scales Jr.	Professional Engineer, BCS #6201017273
Sidney W. Cobb	Architect, BCS # 1301016751

**D. Certification**

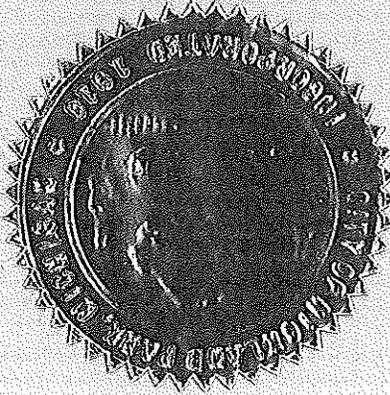
I certify the information given in this application to administer and enforce is true and accurate to the best of my knowledge.

Name of Elected Official (Type or Print) William R. Ford Title City Attorney/Chief of Staff  
 Signature of Elected Official  Date 8-17-11

*Copies of all documents attached to or submitted with this application should include a reference to the governmental subdivision.*

STATE OF MICHIGAN  
COUNTY OF WAYNE  
CITY OF HIGHLAND PARK

ss.



I, Mattie Carter, Clerk of the City of Highland Park, do hereby certify that the annexed is a true copy of:  
An Emergency Ordinance passed by the Highland Park City Council at a Special Meeting on September 13, 2011

as appears by the files and records in my office, that I have compared the same with the original and it is a true transcript therefrom and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Highland Park this 15<sup>th</sup> day of September 2011

Mattie P. Carter  
CITY CLERK

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

AN EMERGENCY ORDINANCE TO DEIGNATE ENFORCING AGENCY TO DISCHARGE THE RESPONSIBILITY  
OF THE CITY OF HIGHLAND PARK UNDER THE PROVISIONS OF THE STILLE-DEROSSETT SINGLE STATE  
CONSTRUCTION CODE ACT, 1972 230

ORDINANCE NO. 1195 OF 2011

**The City of Highland Park Ordains and Declares that:**

This Ordinance is necessary and required for the preservation of the public health and welfare of the Citizens and Community of the City of Highland Park as provided under Section 6-2 (c) of the Charter.

Section 1. ENFORCING AGENCY DESIGNATED. Pursuant to Section 8b(6) of the Stille-DeRossett Single State Construction Code Act, 1972 PA 230, MCL 125.1508 b (6), the City of Highland Park hereby elects to administer and enforce the 1972 PA 230 and the Michigan Building Code. The City of Highland Park shall also administer and enforce the respective provisions of the Michigan Residential, Rehabilitation, and Uniform Energy Codes and all applicable laws and ordinances. A government official registered in accordance with 1986 PA 54 shall be appointed to receive all fees, issue permits, plan reviews, notices, orders, and certificates of use and occupancy. All personnel performing plan reviews and inspections shall be registered in accordance with 1986 PA 54.

Section 2. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 3. PUBLICATION. This Ordinance is passed as an Emergency Ordinance and shall have immediate effect upon Posting by the City Clerk as provided by City Charter. This Ordinance shall expire as an Emergency Ordinance on the 61<sup>st</sup> day after Posting.

This ordinance duly adopted on Sept. 13, 2011 at a special meeting of the City Council of the City of Highland Park and will become effective on September 14, 2011 after Posting by the City Clerk.

4 Yeas                      0 Nays

Certification of the City Clerk

Approved by the City Council on this date of September 13, 2011

*Mattie L. Carter*

City Clerk

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

IPMC

INTERNATIONAL PROPERTY MAINTENANCE CODE



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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

2008

STATE OF MICHIGAN }  
COUNTY OF WAYNE }  
CITY OF HIGHLAND PARK }

ss.

I, Mattie Carter, Clerk of the City of Highland Park, do hereby certify that the annexed is a true copy of:

a Property Maintenance Code  
passed at the Final Reading of the  
Ordinance by the Highland Park City  
Council on August 15, 2011  
as appears by the files and records in my office, that I have compared the same with the original and it is a true transcript therefrom and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Highland Park this 17th day of August 2011

Mattie S. Carter  
CITY CLERK

IPMC



INTERNATIONAL PROPERTY MAINTENANCE CODE

1300M

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OFFICE OF ADMINISTRATIVE SERVICES

STATE OF MICHIGAN  
COUNTY OF WAYNE  
CITY OF HIGHLAND PARK

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Highland Park this 17th day of August 2011

Mattie P. Carter  
CITY CLERK

*Code*<sup>®</sup>, in this 2009 edition, is designed to meet this need through model code regulations that contain clear and specific property maintenance requirements with required property improvement provisions.

This 2009 edition is fully compatible with all *International Codes*<sup>®</sup> (I-Codes<sup>®</sup>) published by the International Code Council (ICC)<sup>®</sup>, including the *International Building Code*<sup>®</sup>, *International Energy Conservation Code*<sup>®</sup>, *International Existing Building Code*<sup>®</sup>, *International Fire Code*<sup>®</sup>, *International Fuel Gas Code*<sup>®</sup>, *International Mechanical Code*<sup>®</sup>, *ICC Performance Code*<sup>®</sup>, *International Plumbing Code*<sup>®</sup>, *International Private Sewage Disposal Code*<sup>®</sup>, *International Residential Code*<sup>®</sup>, *International Wildland-Urban Interface Code*<sup>™</sup> and *International Zoning Code*<sup>®</sup>.

The *International Property Maintenance Code* provisions provide many benefits, among which is the model code development process that offers an international forum for code officials and other interested parties to discuss performance and prescriptive code requirements. This forum provides an excellent arena to debate proposed revisions. This model code also encourages international consistency in the application of provisions.

## Development

The first edition of the *International Property Maintenance Code* (1998) was the culmination of an effort initiated in 1996 by a code development committee appointed by ICC and consisting of representatives of the three statutory members of the International Code Council at that time, including: Building Officials and Code Administrators International, Inc. (BOCA), International Conference of Building Officials (ICBO) and Southern Building Code Congress International (SBCCI). The committee drafted a comprehensive set of regulations for existing buildings that was consistent with the existing model property maintenance codes at the time. This 2009 edition presents the code as originally issued, with changes reflected through the previous 2006 editions and further changes developed through the ICC Code Development Process through 2008. A new edition of the code is promulgated every three years.

This code is founded on principles intended to establish provisions consistent with the scope of a property maintenance code that adequately protects public health, safety and welfare; provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of materials, products or methods of construction.

## Adoption

The *International Property Maintenance Code* is available for adoption and use by jurisdictions internationally. Its use within a governmental jurisdiction is intended to be accomplished through adoption by reference in accordance with proceedings established in the jurisdiction's laws. At the time of adoption, jurisdictions should insert the appropriate information in provisions requiring specific local information, such as the name of the adopting jurisdiction. These locations are shown in bracketed words in small capital letters in the code and in the sample ordinance. The sample adoption ordinance on page vii addresses several key elements of a code

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adoption ordinance, including the information required for insertion into the code text.

## **Maintenance**

The *International Property Maintenance Code* is kept up to date through the review of proposed changes submitted by code enforcing officials, industry representatives, design professionals and other interested parties. Proposed changes are carefully considered through an open code development process in which all interested and affected parties may participate.

The contents of this work are subject to change both through the Code Development Cycles and the governmental body that enacts the code into law. For more information regarding the code development process, contact the Codes and Standards Development Department of the International Code Council.

While the development procedure of the *International Property Maintenance Code* ensures the highest degree of care, ICC, its membership and those participating in the development of this code do not accept any liability resulting from compliance or noncompliance with the provisions because ICC does not have the power or authority to police or enforce compliance with the contents of this code. Only the governmental body that enacts the code into law has such authority.

## **Letter Designations in Front of Section Numbers**

In each code development cycle, proposed changes to this code are considered at the Code Development Hearings by the ICC Property Maintenance/Zoning Code Development Committee, whose action constitutes a recommendation to the voting membership for final action on the proposed changes. Proposed changes to a code section having a number beginning with a letter in brackets are considered by a different code development committee. For example, proposed changes to code sections that have the letter [F] in front of them (e.g., [F] 704.1) are considered by the International Fire Code Development Committee at the Code Development Hearings.

The content of sections in this code that begin with a letter designation are maintained by another code development committee in accordance with the following:

[F] = International Fire Code Development Committee;

[P] = International Plumbing Code Development Committee; and

[B] = International Building Code Development Committee.

## **Marginal Markings**

Solid vertical lines in the margins within the body of the code indicating a technical change from the requirements of the previous edition. Deletion indicators in the form of an arrow (



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) are provided in the margin where an entire section, paragraph, exception or table has been deleted or an item in a list of items or a table has been deleted.

### Italicized Terms

Selected terms set forth in Chapter 2, Definitions, are italicized where they appear in code text. Such terms are not italicized where the definition set forth in Chapter 2 does not impart the intended meaning in the use of the term. The terms selected have definitions which the user should read carefully to facilitate better understanding of the code.



- International Property Maintenance Code
  - [ 2009 (Fourth Printing) ]
    - Effective Use of the 2009 IPMC

#### Effective Use of the 2009 IPMC

Top Previous Section Next Section To view the next subsection please select the Next Section option.

### Effective Use of the International Property Maintenance Code

The *International Property Maintenance Code* (IPMC) is a model code that regulates the minimum maintenance requirements for existing buildings.

The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. Responsibility is fixed among owners, operators and occupants for code compliance. The IPMC provides for the regulation and safe use of existing structures in the interest of the social and economic welfare of the community.

### Arrangement and Format of the 2009 IPMC

Before applying the requirements of the IPMC it is beneficial to understand its arrangement and format. The IPMC, like other codes published by ICC, is arranged and organized to follow sequential steps that generally occur during an inspection. The IPMC is divided into eight different parts:

Chapters	Subjects
1	Administration
2	Definitions
3	General Requirements
4	Light, Ventilation and Occupancy Limitations
5	Plumbing Facilities and Fixture Requirements
6	Mechanical and Electrical Requirements
7	Fire Safety Requirements



The following is a chapter-by-chapter synopsis of the scope and intent of the provisions of the *International Property Maintenance Code*:

**Chapter 1 Administration.** This chapter contains provisions for the application, enforcement and administration of subsequent requirements of the code. In addition to establishing the scope of the code, Chapter 1 identifies which buildings and structures come under its purview. Chapter 1 is largely concerned with maintaining "due process of law" in enforcing the property maintenance criteria contained in the body of the code. Only through careful observation of the administrative provisions can the building official reasonably expect to demonstrate that "equal protection under the law" has been provided.

**Chapter 2 Definitions.** All terms that are defined in the code are listed alphabetically in Chapter 2. While a defined term may be used in one chapter or another, the meaning provided in Chapter 2 is applicable throughout the code.

Where understanding of a term's definition is especially key to or necessary for understanding of a particular code provision, the term is shown in italics wherever it appears in the code. This is true only for those terms that have a meaning that is unique to the code. In other words, the generally understood meaning of a term or phrase might not be sufficient or consistent with the meaning prescribed by the code; therefore, it is essential that the code-defined meaning be known.

Guidance regarding tense, gender and plurality of defined terms as well as guidance regarding terms not defined in this code is provided.

**Chapter 3 General Requirements.** Chapter 3, "General Requirements," is broad in scope. It includes a variety of requirements for the exterior property areas as well as the interior and exterior elements of the structure. This chapter provides requirements that are intended to maintain a minimum level of safety and sanitation for both the general public and the occupants of a structure, and to maintain a building's structural and weather-resistance performance. Chapter 3 provides specific criteria for regulating the installation and maintenance of specific building components; maintenance requirements for vacant structures and land; requirements regulating the safety, sanitation and appearance of the interior and exterior of structures and all exterior property areas; accessory structures; vehicle storage regulations and establishes who is responsible for complying with the chapter's provisions. This chapter also contains the requirements for swimming pools, spas and hot tubs and the requirements for protective barriers and gates in these barriers. Chapter 3 establishes the responsible parties for exterminating insects and rodents, and maintaining sanitary conditions in all types of occupancies.

**Chapter 4 Light, Ventilation and Occupancy Limitations.** The purpose of Chapter 4 is to set forth these requirements in the code and to establish the minimum environment for occupiable and habitable buildings, by establishing the minimum criteria for light and ventilation and

identifies occupancy limitations including minimum room width and area, minimum ceiling height and restrictions to prevent overcrowding. This chapter also provides for alternative arrangements of windows and other devices to comply with the requirements for light and ventilation and prohibits certain room arrangements and occupancy uses.

**Chapter 5 Plumbing Facilities and Fixture Requirements.** Chapter 5 establishes the minimum criteria for the installation, maintenance and location of plumbing systems and facilities, including the water supply system, water heating appliances, sewage disposal system and related plumbing fixtures.

Sanitary and clean conditions in occupied buildings are dependent upon certain basic plumbing principles, including providing potable water to a building, providing the basic fixtures to effectively utilize that water and properly removing waste from the building. Chapter 5 establishes the minimum criteria to verify that these principles are maintained throughout the life of a building.

**Chapter 6 Mechanical and Electrical Requirements.** The purpose of Chapter 6 is to establish minimum performance requirements for heating, electrical and mechanical facilities and to establish minimum standards for the safety of these facilities.

This chapter establishes minimum criteria for the installation and maintenance of the following: heating and air-conditioning equipment, appliances and their supporting systems; water-heating equipment, appliances and systems; cooking equipment and appliances; ventilation and exhaust equipment; gas and liquid fuel distribution piping and components; fireplaces and solid fuel-burning appliances; chimneys and vents; electrical services; lighting fixtures; electrical receptacle outlets; electrical distribution system equipment, devices and wiring; and elevators, escalators and dumbwaiters.

**Chapter 7 Fire Safety Requirements.** The purpose of Chapter 7 is to address those fire hazards that arise as the result of a building's occupancy. It also provides minimum requirements for fire safety issues that are most likely to arise in older buildings.

This chapter contains requirements for means of egress in existing buildings, including path of travel, required egress width, means of egress doors and emergency escape openings.

Chapter 7 establishes the minimum requirements for fire safety facilities and fire protection systems, as these are essential fire safety systems.

**Chapter 8 Referenced Standards.** The code contains numerous references to standards that are used to regulate materials and methods of construction. Chapter 8 contains a comprehensive list of all standards that are referenced in the code. The standards are part of the code to the extent of the reference to the standard. Compliance with the referenced standard is necessary for compliance with this code. By providing specifically adopted standards, the construction and installation requirements necessary for compliance with the code can be readily determined. The basis for code compliance is, therefore, established and available on an equal basis to the code official, contractor, designer and owner.

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Chapter 8 is organized in a manner that makes it easy to locate specific standards. It lists all of the referenced standards, alphabetically, by acronym of the promulgating agency of the standard. Each agency's standards are then listed in either alphabetical or numeric order based upon the standard identification. The list also contains the title of the standard; the edition (date) of the standard referenced; any addenda included as part of the ICC adoption; and the section or sections of this code that reference the standard.

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**BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES**

INTRODUCTION

This ordinance hereby amends chapter 1426 by repealing the 2003 Property Maintenance Code as herein providing and adding the 2009 International Property Maintenance Code as herein set forth.

Ordinance

Section 1. That a certain document, three (3) copies of which are on file in the office of the City Clerk of the City of Highland Park, being marked and designated as the *International Property Maintenance Code*, 2009 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Highland Park, in the State of Michigan for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Highland Park are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: **City of Highland Park**

Section 103.5. Insert: **See attached schedule**

Section 112.4. Insert: **Not less than one-hundred dollars (\$100) and not more than five-hundred dollars (\$500).**

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OFFICE OF ADMINISTRATIVE SERVICES

CHAPTER 1426  
(As amended)

INTERNATIONAL PROPERTY MAINTENANCE CODE

104.7 CODE OFFICIAL.

(a) Code Official. The Inspections Coordinator or his or her designee shall enforce this chapter as herein provided. This official shall be referred to by the term of Code Official. However, if the Inspections Coordinator is not a licensed architect or engineer, condemnation order for unsafe buildings shall be reviewed and approved by the department director or his designate.

(b) Coordination of Enforcement. Inspection of premises and the issuing of orders in connection therewith under this chapter shall be the responsibility of the Code Official of the City. Wherever, in the opinion of the Code Official, it is necessary or desirable to have an inspection of any condition by any other department, he or she shall arrange for this to be done in such a manner that the owners or occupants of building shall not be subjected to visits by numerous inspectors or to multiple or conflicting orders. An order to correct any violation under this chapter shall not be issued without the approval of the Building Official, and the Code Official shall determine, before issuing any such order, that the order

has the concurrence of any other department or official of the city concerned with any matter involved in the case in question.

(Ord. 1152. Passed 12-15-86.)

1426.05 UNIFORM BOARD OF APPEALS.

The appeal process specified in Section PM-111.0 of the International Property Maintenance Code, shall be superseded by the procedures specified in Chapter 1440.

1426.06 VIOLATIONS AND PENALTIES.

The penalty section of the International Property Maintenance Code (Sections PM-106.0), as adopted in section 23 of Act 230 of the Public Acts of 1972, as amended, the Michigan State Construction Code:

(a) Offenses. A person, including and officer, director or employee of a corporation, or a governmental official or agent charged with the responsibility of issuing permits or inspecting buildings or structures, who commits any of the following acts, shall be guilty of a misdemeanor and punished as provided in Section 202.99:

- (1) Knowingly violates a provision of this chapter and/or a rule for the enforcement of this chapter;
- (2) Knowingly constructs or builds a structure or building in violation or a condition of a building permit;
- (3) Knowingly fails to comply with an order issued pursuant to this chapter by the Building Official or the Uniform Board of Appeals of a court;
- (4) Knowingly makes a false or misleading written statement, or knowingly omits required information or statement in the inspection report, application, petition, request for approval or appeal to the Building Official or the Uniform Board of Appeals;
- (5) Knowingly refuses entry or access to an inspector lawfully authorized to inspect any premises, building or structure pursuant to this chapter;
- (6) Unreasonably interferes with an authorized inspection;
- (7) Knowingly issues, fails to issue, causes to be issued or assists in the issuance of a certificate, permit or license in violation of this chapter or a rule promulgated under this chapter or other applicable laws; or
- (8) Having a duty to report a violation of the chapter or rule promulgated under this chapter or other applicable law, knowingly conceals a violation.

(b) Penalties. With respect to paragraph (a)(3) hereof, a person is guilty of a separate offense for each day that the person falls to comply with a stop construction order validly issued by the Building Official and for each week that a person fails to comply with

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any other order validly issued by an enforcing agency. With respect to paragraphs (a)(1) and (4) hereof, a person is guilty of a separate offense for each knowing violation of this chapter, and for each false or misleading written statement or omission or required information or a statement knowingly made in an application, petition, request for approval or appeal to the Building Official or the Uniform Board of Appeals. With respect to paragraph (a)(2) hereof, a person is guilty of a separate offense for each knowing violation of a condition of a building permit. With respect to the other paragraphs, a person is guilty of a separate offense for each knowing violation of this chapter.

#### 1426.07 EFFECTIVE DATE.

The City Clerk shall certify the adoption of this chapter, and cause the same to be published according to law, and this chapter shall take effect fifteen days after approval as so certified. However, this chapter shall not take effect until the State Construction Code Authority has reviewed and approved this chapter, or until the State Construction Code Authority has had this chapter for ninety days without either approving or denying this chapter.

(Ord. 1172 Passed 10-15-90).

#### 1426.08 CONFLICTS OF LAW.

In the event of a conflict between any of the provision of the International Property Maintenance Code, as adopted in Section 1426.03, and a provision of this Building and Housing Code, or any other local ordinance, rule or regulation, shall control. In the event of a conflict between any of the provision of the INTERNATIONAL PROPERTY MAINTENANCE CODE, as aforesaid, or a provision of this Building and Housing Code, or any other local ordinance, rule or regulation, and a provision of any State law, rule or regulation, the State law, rule or regulation shall control.

#### 1426.09 AMENDMENTS OF International Property Maintenance Code.

The International Property Maintenance Code, as adopted in Section 1426.03, is hereby amended and supplemented as set forth in this section:

##### SECTION PM-101.1 GENERAL (ADMINISTRATION) (amendment)

IPMC PM- 101.1 Title: These regulations shall be known as the Property Maintenance Code of Highland Park, hereinafter referred to as such or as this code.

##### Section PM-106.0 VIOLATIONS (addition)

IPMC PM 106.3 (a) PENALTY: The first violation of section 106.4 is amended to provide that the violation of a stop work order shall be a misdemeanor; all other violations shall be civil infractions. Subsequent violations for failures to comply with orders of assessed fines and other requirements under the code shall be misdemeanors and shall be consistent with the provisions of the municipal code for general penalties.

##### SECTION PM-111.0 MEANS OF APPEAL (amendment)

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IPMC PM-111.1 Application for appeal: The appeal procedure section of the International Property Maintenance Code is superseded by the procedures specified in Chapter 1440 of the Codified Ordinance of the City.

The following BOCA sections as amended and adopted in the city ordinance of 1996, shall not be superseded, by the adoption of the International Property Maintenance Code of 2009, adopted by way of city ordinance.

SECTION PM- 202.0 GENERAL DEFINITIONS (addition)

Sign: For this code, the definition of "sign" shall be the same as is found BOCA National Property Maintenance Code, as adopted in Chapter 1420 of the Codified Ordinances, and in the Zoning Code of the City.

SECTION PM- 308.0 EXTERIOR MAINTENANCE IN COMMERCIAL DISTRICTS (additions)

BOCA PM-308.1 Appearance of exterior of premises and structures: The exterior of all premises in a commercially zoned district (including any accessory structures) shall be maintained so that their appearance shall reflect a level of maintenance in keeping with the standards of the neighborhood and such that the appearance of the premises and structures shall not constitute a blighting factor with a resulting diminution of the value of the other properties within or adjacent to such premises and structures which would be detrimental or inimical to the health, safety and general welfare of the citizens and to the economic welfare of the City, including the following:

- (1) Any premises or part thereof exposed to public view shall be kept in good repair, painted where required, and shall not constitute a hazard, nuisance, or blighting factor;
- (2) Any repairs to a commercial front shall be made in a workmanlike manner, with the same or similar material used in the construction of the commercial front in such a manner as to permanently repair the damaged area.
- (3) The exterior of every structure and accessory shall be maintained in good repair and all surfaces thereof shall be kept painted or protected with other approved coating or material where necessary for the purposes of preservation and appearance.
- (4) The exterior surfaces of every structure and accessory structure shall be maintained free of broken glass; loose shingles; crumbling masonry, stone or brick; peeling paint; or other conditions reflective of deterioration or inadequate maintenance.

BOCA PM-308.2 Responsibility for maintenance: The owner or his designated agent shall be responsible for the safe and sanitary maintenance of the building or structure, including its exit facilities, at all times. No person, firm or corporation shall maintain, or permit to be maintained, any hazard, nuisance, condition or blighting factor prohibited in Section PM-308.1 upon any property owned, leased or occupied by such person, firm or corporation.

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**BOCA PM-308.3 Building barricades:** In a commercial district, all vacant and open buildings, including fire damaged buildings, shall be barricaded within four working days upon receiving an order from the Building Official. All such barricades shall comply with the following standards:

- (1) All temporary barricades shall be installed so that their exterior surfaces are on an even plane with the elevation of the building.
- (2) No temporary barricade (constructed with unpainted tongue and groove lumber, unpainted sheet metal and/or unpainted plywood) shall be permitted for more than ninety days.
- (3) All barricades in existence for more than ninety days shall be of standard quality and appearance commensurate with the character of the properties on the same block and on both sides of the street on which the premises fronts. The materials used to construct such barricades shall be such that, under prevailing appraisal practices and standards, their appearance will not depreciate the values of the neighborhood and adjacent premises. Prohibited materials include, but are not necessarily limited to, unpainted tongue and groove lumber, unpainted plywood or any type of sheet metal.

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#### SECTION PM- 309.0 MAINTENANCE OF SIGNS (additions)

**BOCA PM 309.1 Painting and repair:** All signs exposed to public view shall be maintained in good repair. Any signs which have weathered or faded, or those upon which the paint has excessively peeled or cracked, shall, with their supporting members, be removed forthwith or put into a good state of repair. All non-operative or broken electrical signs shall, with their supporting members, be removed forthwith or put into a good state of repair.

**BOCA PM-309.2 Obsolete signs:** Any sign, now or hereafter existing, which, at the time of construction or installation, advertised as business being conducted or a product being sold or produced on the premises on which the sign is located, but no longer does so, shall be taken down and removed by the owner, agent or person having beneficial use of the building, structure or premises upon which such sign is found, within thirty days after written notice to remove such sign. Any painted on the surface of building walls shall be removed or obliterated in a manner such that the appearance of the premises does not constitute a blighting factor with a resulting diminution of the value of adjacent properties.

**BOCA PM-309.3 Roof sign supports:** All bracing, anchorage, rods or supports for the roof signs which do not have a permitted face shall be removed by the owner, agent or person having beneficial use of the building, structure or premises upon which such bracing, anchorage, rods or supports for roof signs are found, within thirty days after written notice to remove such bracing, anchorage, rods or supports.

**BOCA PM-309.4 Portable signs:** A portable sign is a free-standing sign not permanently anchored or secured to either a building or the ground, such as, but not limited to, "A" frame, "T" shaped, inverted

"T" shaped or trailer sign structure. Portable signs are temporary in nature. No business shall be permitted to have a portable sign on its premises without a portable sign permit issued by Council. Such permit shall not be valid for more than thirty days. The use of such permit shall not be limited to "going into business," "going out of business" or other special events. Permit fees and review procedures for portable signs shall be established by Council resolution.

**SECTION PM-310.0 BUILDING ADDRESSES (additions)**

**BOCA PM-310.1 General:** All buildings (residential, commercial, industrial or institutional) erected or fronting on any street, lane, alley or public place within the City shall be numbered in accordance with such plans as may be adopted from time to time by Council.

Until otherwise provide by Council, all buildings in the City shall be numbered in accordance with the plan first adopted in the 1920's and now on file in the office of the City Engineer.

If a building has more than one use in the building, each use which has a separate access into the building shall have a separate address.

**BOCA PM 310.2 Numbers on buildings:** Each building to which a street address has been assigned shall have the number assigned displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic figures as least three (3) inches (76 mm) high and one-half (1/2) inch (13 mm) wide.

These numbers on a building shall be black, upon a white background. The Building Official may permit other colors for the building numbers and background, provided that these numbers can be easily located on the building and read from within an automobile within the public right-of-way.

The following BOCA sections as amended and adopted by in the city ordinance of 1996, by the adoption of the International Property Maintenance Code 2009 edition, and shall be incorporated by reference of their corresponding section numbers:

[REDACTED]

**Section 3.** That Ordinance Chapter 1426.03 of Part 14, Title 2, Section 1426.03 entitled Property Maintenance Code, 2003 Edition and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 302.4. Insert: **twelve (12) inches.**

Section 304.14. Insert: **May 1 to October 31.**

**Section 4.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

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Section 5. That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 6. That the City Clerk is hereby ordered and directed to cause this ordinance to be posted and published on the website and shall have immediate effect after approval on second reading.

An additional provision may be required to direct the number of times the ordinance is to be published and to specify that it is to be in a newspaper in general circulation. Posting may also be required.)

Section 602.3. Insert: **October 31 to May 1.**

Section 602.4. Insert: **October 31 to May 1.**

Section 7. That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and have immediate effect from and after the date of its final passage and adoption.

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## PART 1 — SCOPE AND APPLICATION

## SECTION 101 GENERAL

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

**101.1 Title.** These regulations shall be known as the *International Property Maintenance Code* of The City of Highland Park hereinafter referred to as "this code."

**101.2 Scope.** The provisions of this code shall apply to all existing residential and nonresidential structures and all existing *premises* and constitute minimum requirements and standards for *premises*, structures, equipment and facilities for light, *ventilation*, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of *owners*, *operators* and *occupants*; the *occupancy* of existing structures and *premises*, and for administration, enforcement and penalties

**101.3 Intent.** This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued *occupancy* and maintenance of structures and *premises*. Existing structures and *premises* that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.

**101.4 Severability.** If a section, subsection, sentence, clause or phrase of this code is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

## SECTION 102 APPLICABILITY

**102.1 General.** Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

**102.2 Maintenance.** Equipment, systems, devices and safeguards required by this code or a previous regulation or code under which the structure or *premises* was constructed, altered or repaired shall be maintained in good working order. No *owner*, *operator* or *occupant* shall cause any service, facility, equipment or utility which is required under this section to be removed from or shut off from or discontinued for any occupied dwelling, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures. Except as otherwise specified herein, the *owner* or the *owner's* designated agent shall be responsible for the maintenance of buildings, structures and *premises*.

**102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of *occupancy*, shall be done in accordance with the procedures and provisions of the *International Building Code*, *International Fuel Gas Code*, *International Mechanical Code* and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *International Zoning Code*.

**102.4 Existing remedies.** The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any structure which is dangerous, unsafe and insanitary.

**102.5 Workmanship.** Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a *workmanlike* manner and installed in accordance with the manufacturer's installation instructions.

**102.6 Historic buildings.** The provisions of this code shall not be mandatory for existing buildings or structures designated as historic buildings when such buildings or structures are judged by the *code official* to be safe and in the public interest of health, safety and welfare.

**102.7 Referenced codes and standards.** The codes and standards referenced in this code shall be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and the referenced standards, the provisions of this code shall apply.

**Exception:** Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply

**102.8 Requirements not covered by code.** Requirements necessary for the strength, stability or proper operation of an existing fixture, structure or equipment, or for the public safety, health and general welfare, not specifically covered by this code, shall be determined by the *code official*.

**102.9 Application of references.** References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

**102.10 Other laws.** The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law

## PART 2 — ADMINISTRATION AND ENFORCEMENT

### SECTION 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

**103.1 General.** The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the *code official*.

**103.2 Appointment.** The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

**103.3 Deputies.** In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the *code official*.

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**103.4 Liability.** The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The *code official* or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

**103.5 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following attached schedule.

#### **SECTION 104 DUTIES AND POWERS OF THE CODE OFFICIAL**

**104.1 General.** The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

**104.2 Inspections.** The *code official* shall make all of the required inspections, or shall accept reports of inspection by *approved* agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *code official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

**104.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the structure or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such structure or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner* or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

**104.4 Identification.** The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

**104.5 Notices and orders.** The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

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**104.6 Department records.** The *code official* shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

## SECTION 105 APPROVAL

**105.1 Modifications.** Whenever there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases upon application of the *owner* or *owner's* representative, provided the *code official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

**105.2 Alternative materials, methods and equipment.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

**105.3 Required testing.** Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the *code official* shall have the authority to require tests to be made as evidence of compliance at no expense to the jurisdiction.

**105.3.1 Test methods.** Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *code official* shall be permitted to approve appropriate testing procedures performed by an *approved* agency.

**105.3.2 Test reports.** Reports of tests shall be retained by the *code official* for the period required for retention of public records.

**105.4 Used material and equipment.** The use of used materials which meet the requirements of this code for new materials is permitted. Materials, equipment and devices shall not be reused unless such elements are in good repair or have been reconditioned and tested when necessary, placed in good and proper working condition and *approved* by the *code official*.

**105.5 Approved materials and equipment.** Materials, equipment and devices *approved* by the *code official* shall be constructed and installed in accordance with such approval.

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**105.6 Research reports.** Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

## **SECTION 106 VIOLATIONS**

**106.1 Unlawful acts.** It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this code.

**106.2 Notice of violation.** The *code official* shall serve a notice of violation or order in accordance with Section 107.

**106.3 Prosecution of violation.** Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor as determined by the local municipality, and the violation shall be deemed a *strict liability offense*. If the notice of violation is not complied with, the *code official* shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful *occupancy* of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such *premises* shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**106.4 Violation penalties.** Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**106.5 Abatement of violation.** The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal *occupancy* of a building, structure or *premises*, or to stop an illegal act, conduct, business or utilization of the building, structure or *premises*.

## **SECTION 107 NOTICES AND ORDERS**

**107.1 Notice to person responsible.** Whenever the *code official* determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given in the manner prescribed in Sections 107.2 and 107.3 to the person responsible for the violation as specified in this code. Notices for condemnation procedures shall also comply with Section 108.3.

**107.2 Form.** Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.

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4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or structure into compliance with the provisions of this code.
5. Inform the property *owner* of the right to appeal.
6. Include a statement of the right to file a lien in accordance with Section 106.3.

**107.3 Method of service.** Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Sent by certified or first-class mail addressed to the last known address; or
3. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

**107.4 Unauthorized tampering.** Signs, tags or seals posted or affixed by the *code official* shall not be mutilated, destroyed or tampered with, or removed without authorization from the *code official*.

**107.5 Penalties.** Penalties for noncompliance with orders and notices shall be as set forth in Section 106.4.

**107.6 Transfer of ownership.** It shall be unlawful for the *owner* of any *dwelling unit* or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such *dwelling unit* or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such *owner* shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the *code official* and shall furnish to the *code official* a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

## SECTION 108 UNSAFE STRUCTURES AND EQUIPMENT

**108.1 General.** When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure shall be *condemned* pursuant to the provisions of this code.

**108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible.

**108.1.2 Unsafe equipment.** Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment.

the *premises* or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or *occupants* of the *premises* or structure.

**108.1.3 Structure unfit for human occupancy.** A structure is unfit for human *occupancy* whenever the *code official* finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks *ventilation*, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the *occupants* of the structure or to the public.

**108.1.4 Unlawful structure.** An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code, or was erected, altered or occupied contrary to law.

**108.1.5 Dangerous structure or premises.** For the purpose of this code, any structure or *premises* that has any or all of the conditions or defects described below shall be considered dangerous:

1. Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the *approved* building or fire code of the jurisdiction as related to the requirements for existing buildings.
2. The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress.
3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, *deterioration*, *neglect*, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become *detached* or dislodged.
4. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so *anchored*, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value.
5. The building or structure, or part of the building or structure, because of dilapidation, *deterioration*, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way.
6. The building or structure, or any portion thereof, is clearly unsafe for its use and *occupancy*.
7. The building or structure is *neglected*, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
8. Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the *approved* building or fire code of the jurisdiction, or of any law or ordinance to

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such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety.

9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, *ventilation*, mechanical or plumbing system, or otherwise, is determined by the *code official* to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

10. Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the *code official* to be a threat to life or health.

11. Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

**108.2 Closing of vacant structures.** If the structure is vacant and unfit for human habitation and *occupancy*, and is not in danger of structural collapse, the *code official* is authorized to post a placard of condemnation on the *premises* and order the structure closed up so as not to be an attractive nuisance. Upon failure of the *owner* to close up the *premises* within the time specified in the order, the *code official* shall cause the *premises* to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and may be collected by any other legal resource.

**108.2.1 Authority to disconnect service utilities.** The *code official* shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 102.7 in case of emergency where necessary to eliminate an immediate hazard to life or property or when such utility connection has been made without approval. The *code official* shall notify the serving utility and, whenever possible, the *owner* and *occupant* of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the *owner* or *occupant* of the building structure or service system shall be notified in writing as soon as practical thereafter.

**108.3 Notice.** Whenever the *code official* has *condemned* a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the *owner* or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall also be placed on the *condemned* equipment. The notice shall be in the form prescribed in Section 107.2.

**108.4 Placarding.** Upon failure of the *owner* or person responsible to comply with the notice provisions within the time given, the *code official* shall post on the *premises* or on defective equipment a placard bearing the word "Condemned" and a statement of the penalties provided for occupying the *premises*, operating the equipment or removing the placard.

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**108.4.1 Placard removal.** The *code official* shall remove the condemnation placard whenever the defect or defects upon which the condemnation and placarding action were based have been eliminated. Any person who defaces or removes a condemnation placard without the approval of the *code official* shall be subject to the penalties provided by this code.

**108.5 Prohibited occupancy.** Any occupied structure *condemned* and placarded by the *code official* shall be vacated as ordered by the *code official*. Any person who shall occupy a placarded *premises* or shall operate placarded equipment, and any *owner* or any person responsible for the *premises* who shall let anyone occupy a placarded *premises* or operate placarded equipment shall be liable for the penalties provided by this code.

**108.6 Abatement methods.** The *owner, operator* or *occupant* of a building, *premises* or equipment deemed unsafe by the *code official* shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other *approved* corrective action.

**108.7 Record.** The *code official* shall cause a report to be filed on an unsafe condition. The report shall state the *occupancy* of the structure and the nature of the unsafe condition.

#### SECTION 109 EMERGENCY MEASURES

**109.1 Imminent danger.** When, in the opinion of the *code official*, there is *imminent danger* of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building *occupants* or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the *code official* is hereby authorized and empowered to order and require the *occupants* to vacate the *premises* forthwith. The *code official* shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited by the Code Official." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

**109.2 Temporary safeguards.** Notwithstanding other provisions of this code, whenever, in the opinion of the *code official*, there is *imminent danger* due to an unsafe condition, the *code official* shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the *code official* deems necessary to meet such emergency.

**109.3 Closing streets.** When necessary for public safety, the *code official* shall temporarily close structures and close, or order the authority having jurisdiction to close, sidewalks, streets, *public ways* and places adjacent to unsafe structures, and prohibit the same from being utilized.

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**109.4 Emergency repairs.** For the purposes of this section, the *code official* shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

**109.5 Costs of emergency repairs.** Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction shall institute appropriate action against the *owner* of the *premises* where the unsafe structure is or was located for the recovery of such costs.

**109.6 Hearing.** Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon petition directed to the appeals board, be afforded a hearing as described in this code.

## SECTION 110 DEMOLITION

**110.1 General.** The *code official* shall order the *owner* of any *premises* upon which is located any structure, which in the *code official* judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the *owner's* option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the *code official* shall order the *owner* to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year, unless *approved* by the building official.

**110.2 Notices and orders.** All notices and orders shall comply with Section 107.

**110.3 Failure to comply.** If the *owner* of a *premises* fails to comply with a demolition order within the time prescribed, the *code official* shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

**110.4 Salvage materials.** When any structure has been ordered demolished and removed, the governing body or other designated officer under said contract or arrangement aforesaid shall have the right to sell the salvage and valuable materials at the highest price obtainable. The net proceeds of such sale, after deducting the expenses of such demolition and removal, shall be promptly remitted with a report of such sale or transaction, including the items of expense and the amounts deducted, for the person who is entitled thereto, subject to any order of a court. If such a surplus does not remain to be turned over, the report shall so state.

## SECTION 111 MEANS OF APPEAL

**111.1 Application for appeal.** Any person directly affected by a decision of the *code official* or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted,

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the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

**111.2 Membership of board.** The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.

**111.2.1 Alternate members.** The chief appointing authority shall appoint two or more alternate members who shall be called by the board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

**111.2.2 Chairman.** The board shall annually select one of its members to serve as chairman.

**111.2.3 Disqualification of member.** A member shall not hear an appeal in which that member has a personal, professional or financial interest.

**111.2.4 Secretary.** The chief administrative officer shall designate a qualified person to serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the office of the chief administrative officer.

**111.2.5 Compensation of members.** Compensation of members shall be determined by law.

**111.3 Notice of meeting.** The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.

**111.4 Open hearing.** All hearings before the board shall be open to the public. The appellant, the appellant's representative, the *code official* and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than two-thirds of the board membership.

**111.4.1 Procedure.** The board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

**111.5 Postponed hearing.** When the full board is not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

**111.6 Board decision.** The board shall modify or reverse the decision of the *code official* only by a concurring vote of a majority of the total number of appointed board members.

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**111.6.1 Records and copies.** The decision of the board shall be recorded. Copies shall be furnished to the appellant and to the *code official*.

**111.6.2 Administration.** The *code official* shall take immediate action in accordance with the decision of the board.

**111.7 Court review.** Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

**111.8 Stays of enforcement.** Appeals of notice and orders (other than *Imminent Danger* notices) shall stay the enforcement of the notice and order until the appeal is heard by the appeals board.

## SECTION 112 STOP WORK ORDER

**112.1 Authority.** Whenever the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the *code official* is authorized to issue a stop work order.

**112.2 Issuance.** A stop work order shall be in writing and shall be given to the *owner* of the property, to the *owner's* agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

**112.3 Emergencies.** Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

**112.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than one hundred dollars or more than five hundred dollars.

## SECTION 201 GENERAL

**201.1 Scope.** Unless otherwise expressly stated, the following terms shall, for the purposes of this code, have the meanings shown in this chapter.

**201.2 Interchangeability.** Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

**201.3 Terms defined in other codes.** Where terms are not defined in this code and are defined in the *International Building Code*, *International Fire Code*, *International Zoning Code*, *International Plumbing Code*, *International Mechanical Code* or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

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**\*201.4 Terms not defined.** Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

**201.5 Parts.** Whenever the words "*dwelling unit*," "*dwelling*," "*premises*," "*building*," "*rooming house*," "*rooming unit*," "*housekeeping unit*" or "*story*" are stated in this code, they shall be construed as though they were followed by the words "or any part thereof."

## SECTION 202 GENERAL DEFINITIONS

**ANCHORED.** Secured in a manner that provides positive connection.

**APPROVED.** *Approved by the code official.*

**BASEMENT.** That portion of a building which is partly or completely below grade.

**BATHROOM.** A room containing plumbing fixtures including a bathtub or shower.

**BEDROOM.** Any room or space used or intended to be used for sleeping purposes in either a dwelling or *sleeping unit*.

**CODE OFFICIAL.** The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

**CONDEMN.** To adjudge unfit for *occupancy*.

**DETACHED.** When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

**DETERIORATION.** To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

**DWELLING UNIT.** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. [B]

**EASEMENT.** That portion of land or property reserved for present or future use by a person or agency other than the legal fee *owner(s)* of the property. The *easement* shall be permitted to be for use under, on or above a said lot or lots.

**EQUIPMENT SUPPORT.** Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

**EXTERIOR PROPERTY.** The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

**GARBAGE.** The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

**GUARD.** A building component or a system of building components located at or near the open sides of

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elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

**HABITABLE SPACE.** Space in a structure for living, sleeping, eating or cooking. *Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.*

**HOUSEKEEPING UNIT.** A room or group of rooms forming a single *habitable space* equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

**IMMINENT DANGER.** A condition which could cause serious or life-threatening injury or death at any time.

**INFESTATION.** The presence, within or contiguous to, a structure or *premises* of insects, rats, vermin or other pests.

**INOPERABLE MOTOR VEHICLE.** A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

**LABELED.** Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-*labeled* items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

**LET FOR OCCUPANCY OR LET.** To permit, provide or offer possession or *occupancy* of a dwelling, *dwelling unit, rooming unit, building, premise or structure* by a person who is or is not the legal *owner* of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

**NEGLECT.** The lack of proper maintenance for a building or *structure*.

**OCCUPANCY.** The purpose for which a building or portion thereof is utilized or occupied.

**OCCUPANT.** Any individual living or sleeping in a building, or having possession of a space within a building.

**OPENABLE AREA.** That part of a window, skylight or door which is available for unobstructed *ventilation* and which opens directly to the outdoors.

**OPERATOR.** Any person who has charge, care or control of a structure or *premises* which is let or offered for *occupancy*.

**OWNER.** Any person, agent, *operator, firm or corporation* having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of

real property by a court.

**PERSON.** An individual, corporation, partnership or any other group acting as a unit.

**PEST ELIMINATION.** The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other *approved pest elimination* methods.

**PREMISES.** A lot, plot or parcel of land, *easement* or *public way*, including any structures thereon.

**PUBLIC WAY.** Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

**ROOMING HOUSE.** A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

**ROOMING UNIT.** Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

**RUBBISH.** Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, *yard* trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

**SLEEPING UNIT.** A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not *sleeping units*. [B]

**STRICT LIABILITY OFFENSE.** An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited, or failed to do an act which the defendant was legally required to do.

**STRUCTURE.** That which is built or constructed or a portion thereof.

**TENANT.** A person, corporation, partnership or group, whether or not the legal *owner* of record, occupying a building or portion thereof as a unit.

**TOILET ROOM.** A room containing a water closet or urinal but not a bathtub or shower.

**ULTIMATE DEFORMATION.** The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80 percent or less of the maximum strength.

**VENTILATION.** The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

**WORKMANLIKE.** Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

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**YARD.** An open space on the same lot with a structure.

## SECTION 301 GENERAL

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**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

**301.2 Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit, rooming unit or housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit, rooming unit, housekeeping unit or premises* which they occupy and control.

**301.3 Vacant structures and land.** All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

## SECTION 302 EXTERIOR PROPERTY AREAS

**302.1 Sanitation.** All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

**302.2 Grading and drainage.** All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

**Exception:** *Approved* retention areas and reservoirs.

**302.3 Sidewalks and driveways.** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**302.4 Weeds.** All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of 12 inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

**302.5 Rodent harborage.** All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes

which will not be injurious to human health. After *pest elimination*, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

**302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

**302.7 Accessory structures.** All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

**302.8 Motor vehicles.** Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

**Exception:** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

**302.9 Defacement of property.** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

## SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

**303.1 Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

**Exception:** Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

## SECTION 304 EXTERIOR STRUCTURE

**304.1 General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

**304.1.1 Unsafe conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

**Exceptions:**

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

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**304.2 Protective treatment.** All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

**304.3 Premises identification.** Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). [F]

**304.4 Structural members.** All structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

**304.5 Foundation walls.** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

**304.6 Exterior walls.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

**304.7 Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

**304.8 Decorative features.** All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

**304.9 Overhang extensions.** All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**304.10 Stairways, decks, porches and balconies.** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

**304.11 Chimneys and towers.** All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

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**304.12 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**304.13 Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

**304.13.1 Glazing.** All glazing materials shall be maintained free from cracks and holes.

**304.13.2 Openable windows.** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

**304.14 Insect screens.** During the period from May 1 to Oct 31, every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

**304.15 Doors.** All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to *dwelling units* and *sleeping units* shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

**304.16 Basement hatchways.** Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

**304.17 Guards for basement windows.** Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

**304.18 Building security.** Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

**304.18.1 Doors.** Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

**304.18.2 Windows.** Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

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**304.18.3 Basement hatchways.** *Basement* hatchways that provide access to a *dwelling unit, rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

## SECTION 305 INTERIOR STRUCTURE

**305.1 General.** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

**305.1.1 Unsafe conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

### Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

**305.2 Structural members.** All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

**305.3 Interior surfaces.** All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

**305.4 Stairs and walking surfaces.** Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

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**305.5 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**305.6 Interior doors.** Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

## SECTION 306 COMPONENT SERVICEABILITY

**306.1 General.** The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

**306.1.1 Unsafe conditions.** Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:

1.1. Collapse of footing or foundation system;

1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;

1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;

1.4. Inadequate soil as determined by a geotechnical investigation;

1.5. Where the allowable bearing capacity of the soil is in doubt; or

1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.

2. Concrete that has been subjected to any of the following conditions:

2.1. *Deterioration*;

2.2. *Ultimate deformation*;

2.3. Fractures;

2.4. Fissures;

2.5. Spalling;

2.6. Exposed reinforcement; or

2.7. *Detached*, dislodged or failing connections.

3. Aluminum that has been subjected to any of the following conditions:

3.1. *Deterioration*;

3.2. Corrosion;

3.3. Elastic deformation;

3.4. *Ultimate deformation*;

3.5. Stress or strain cracks;

3.6. Joint fatigue; or

3.7. *Detached*, dislodged or failing connections.

4. Masonry that has been subjected to any of the following conditions:

4.1. *Deterioration*;

4.2. *Ultimate deformation*;

4.3. Fractures in masonry or mortar joints;

4.4. Fissures in masonry or mortar joints;

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- 4.5. Spalling;
- 4.6. Exposed reinforcement; or
- 4.7. *Detached*, dislodged or failing connections.
- 5. Steel that has been subjected to any of the following conditions:
  - 5.1. *Deterioration*;
  - 5.2. Elastic deformation;
  - 5.3. *Ultimate deformation*;
  - 5.4. Metal fatigue; or
  - 5.5. *Detached*, dislodged or failing connections.
- 6. Wood that has been subjected to any of the following conditions:
  - 6.1. *Ultimate deformation*;
  - 6.2. *Deterioration*;
  - 6.3. Damage from insects, rodents and other vermin;
  - 6.4. Fire damage beyond charring;
  - 6.5. Significant splits and checks;
  - 6.6. Horizontal shear cracks;
  - 6.7. Vertical shear cracks;
  - 6.8. Inadequate support;
  - 6.9. *Detached*, dislodged or failing connections; or
  - 6.10. Excessive cutting and notching.

**Exceptions:**

- 1. When substantiated otherwise by an *approved* method.
- 2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

**SECTION 307 HANDRAILS AND GUARDRAILS**

**307.1 General.** Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. Handrails shall not be less than 30 inches (762 mm) high or more than 42 inches (1067 mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall not be less than 30 inches (762 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

**Exception:** *Guards* shall not be required where exempted by the adopted building code.

**SECTION 308 RUBBISH AND GARBAGE**

**308.1 Accumulation of rubbish or garbage.** All *exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

**308.2 Disposal of rubbish.** Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

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**308.2.1 Rubbish storage facilities.** The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

**308.2.2 Refrigerators.** Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

**308.3 Disposal of garbage.** Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

**308.3.1 Garbage facilities.** The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* incinerator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

**308.3.2 Containers.** The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with close-fitting covers for the storage of such materials until removed from the *premises* for disposal.

#### SECTION 309 PEST ELIMINATION

**309.1 Infestation.** All structures shall be kept free from insect and rodent *infestation*. All structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After *pest elimination*, proper precautions shall be taken to prevent reinfestation.

**309.2 Owner.** The *owner* of any structure shall be responsible for *pest elimination* within the structure prior to renting or leasing the structure.

**309.3 Single occupant.** The *occupant* of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for *pest elimination* on the *premises*.

**309.4 Multiple occupancy.** The *owner* of a structure containing two or more *dwelling units*, a multiple *occupancy*, a *rooming house* or a nonresidential structure shall be responsible for *pest elimination* in the public or shared areas of the structure and *exterior property*. If *infestation* is caused by failure of an *occupant* to prevent such *infestation* in the area occupied, the *occupant* and *owner* shall be responsible for *pest elimination*.

**309.5 Occupant.** The *occupant* of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

**Exception:** Where the *infestations* are caused by defects in the structure, the *owner* shall be responsible for *pest elimination*.

#### SECTION 401 GENERAL

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**401.1 Scope.** The provisions of this chapter shall govern the minimum conditions and standards for light, *ventilation* and space for occupying a structure.

**401.2 Responsibility.** The *owner* of the structure shall provide and maintain light, *ventilation* and space conditions in compliance with these requirements. A person shall not occupy as *owner-occupant*, or permit another person to occupy, any *premises* that do not comply with the requirements of this chapter.

**401.3 Alternative devices.** In lieu of the means for natural light and *ventilation* herein prescribed, artificial light or mechanical *ventilation* complying with the *International Building Code* shall be permitted.

## SECTION 402 LIGHT

**402.1 Habitable spaces.** Every *habitable space* shall have at least one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

**Exception:** Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but not less than 25 square feet (2.33 m<sup>2</sup>). The exterior glazing area shall be based on the total floor area being served.

**402.2 Common halls and stairways.** Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet (19 m<sup>2</sup>) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of 1 footcandle (11 lux) at floors, landings and treads.

**402.3 Other spaces.** All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

## SECTION 403 VENTILATION

**403.1 Habitable spaces.** Every *habitable space* shall have at least one operable window. The total operable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section 402.1.

**Exception:** Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor

area of the interior room or space, but not less than 25 square feet (2.33 m<sup>2</sup>). The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

**403.2 Bathrooms and toilet rooms.** Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by Section 403.1, except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

**403.3 Cooking facilities.** Unless *approved* through the certificate of *occupancy*, cooking shall not be permitted in any *rooming unit* or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in the *rooming unit* or dormitory unit.

**Exceptions:**

1. Where specifically *approved* in writing by the *code official*.
2. Devices such as coffee pots and microwave ovens shall not be considered cooking appliances.

**403.4 Process ventilation.** Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust *ventilation* system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.

**403.5 Clothes dryer exhaust.** Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions.

**Exception:** Listed and *labeled* condensing (ductless) clothes dryers.

**SECTION 404 OCCUPANCY LIMITATIONS**

**404.1 Privacy.** *Dwelling units*, hotel units, *housekeeping units*, *rooming units* and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

**404.2 Minimum room widths.** A habitable room, other than a kitchen, shall not be less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

**404.3 Minimum ceiling heights.** *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and habitable *basement* areas shall have a clear ceiling height of not less than 7 feet (2134 mm).

**Exceptions:**

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not more than 6 inches (152 mm) below the required ceiling height.

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2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a ceiling height of not less than 6 feet 8 inches (2033 mm) with not less than 6 feet 4 inches (1932 mm) of clear height under beams, girders, ducts and similar obstructions.

3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of 5 feet (1524 mm) or more shall be included.

**404.4 Bedroom and living room requirements.** Every *bedroom* and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5.

**404.4.1 Room area.** Every living room shall contain at least 120 square feet (11.2 m<sup>2</sup>) and every *bedroom* shall contain at least 70 square feet (6.5 m<sup>2</sup>).

**404.4.2 Access from bedrooms.** *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other *habitable spaces*.

**Exception:** Units that contain fewer than two *bedrooms*.

**404.4.3 Water closet accessibility.** Every *bedroom* shall have access to at least one water closet and one lavatory without passing through another *bedroom*. Every *bedroom* in a *dwelling unit* shall have access to at least one water closet and lavatory located in the same story as the *bedroom* or an adjacent story.

**404.4.4 Prohibited occupancy.** Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

**404.4.5 Other requirements.** *Bedrooms* shall comply with the applicable provisions of this code including, but not limited to, the light, *ventilation*, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

**404.5 Overcrowding.** The number of persons occupying a *dwelling unit* shall not create conditions that, in the opinion of the *code official*, endanger the life, health, safety or welfare of the *occupants*.

**404.6 Efficiency unit.** Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than two *occupants* shall have a clear floor area of not less than 220 square feet (20.4 m<sup>2</sup>). A unit occupied by three *occupants* shall have a clear floor area of not less than 320 square feet (29.7 m<sup>2</sup>). These required areas shall be exclusive of the areas required by Items 2 and 3.

2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches (762 mm) in front. Light and *ventilation* conforming to this code shall be provided.
3. The unit shall be provided with a separate *bathroom* containing a water closet, lavatory and bathtub or shower.
4. The maximum number of *occupants* shall be three.

**404.7 Food preparation.** All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

## SECTION 501 GENERAL

**501.1 Scope.** The provisions of this chapter shall govern the minimum plumbing systems, facilities and plumbing fixtures to be provided.

**501.2 Responsibility.** The *owner* of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any structure or *premises* which does not comply with the requirements of this chapter.

## SECTION 502 REQUIRED FACILITIES [P]

**502.1 Dwelling units.** Every *dwelling unit* shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.

**502.2 Rooming houses.** At least one water closet, lavatory and bathtub or shower shall be supplied for each four *rooming units*.

**502.3 Hotels.** Where private water closets, lavatories and baths are not provided, one water closet, one lavatory and one bathtub or shower having access from a public hallway shall be provided for each ten *occupants*.

**502.4 Employees' facilities.** A minimum of one water closet, one lavatory and one drinking facility shall be available to employees.

**502.4.1 Drinking facilities.** Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in *toilet rooms* or *bathrooms*.

**502.5 Public toilet facilities.** Public toilet facilities shall be maintained in a safe sanitary and working condition in accordance with the *International Plumbing Code*. Except for periodic maintenance or

cleaning, public access and use shall be provided to the toilet facilities at all times during *occupancy* of the *premises*.

## SECTION 503 TOILET ROOMS [P]

**503.1 Privacy.** *Toilet rooms* and *bathrooms* shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared *bathrooms* and *toilet rooms* in a multiple dwelling.

**503.2 Location.** *Toilet rooms* and *bathrooms* serving hotel units, *rooming units* or dormitory units or *housekeeping units*, shall have access by traversing not more than one flight of stairs and shall have access from a common hall or passageway.

**503.3 Location of employee toilet facilities.** Toilet facilities shall have access from within the employees' working area. The required toilet facilities shall be located not more than one story above or below the employees' working area and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m). Employee facilities shall either be separate facilities or combined employee and public facilities.

**Exception:** Facilities that are required for employees in storage structures or kiosks, which are located in adjacent structures under the same ownership, lease or control, shall not exceed a travel distance of 500 feet (152 m) from the employees' regular working area to the facilities.

**503.4 Floor surface.** In other than *dwelling units*, every *toilet room* floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

## SECTION 504 PLUMBING SYSTEMS AND FIXTURES [P]

**504.1 General.** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

**504.2 Fixture clearances.** Plumbing fixtures shall have adequate clearances for usage and cleaning.

**504.3 Plumbing system hazards.** Where it is found that a plumbing system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

## SECTION 505 WATER SYSTEM

**505.1 General.** Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *International Plumbing Code*.

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**505.2 Contamination.** The water supply shall be maintained free from contamination, and all water inlets for plumbing fixtures shall be located above the flood-level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric-type vacuum breaker or an approved permanently attached hose connection vacuum breaker. [P]

**505.3 Supply.** The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

**505.4 Water heating facilities.** Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110°F (43°C). A gas-burning water heater shall not be located in any *bathroom, toilet room, bedroom* or other occupied room normally kept closed, unless adequate combustion air is provided. An *approved* combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

#### SECTION 506 SANITARY DRAINAGE SYSTEM [P]

**506.1 General.** All plumbing fixtures shall be properly connected to either a public sewer system or to an *approved* private sewage disposal system.

**506.2 Maintenance.** Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

**506.3 Grease interceptors.** Where it has been determined that a grease interceptor is not being maintained and serviced as intended by this code and the manufacturer's instructions, an *approved* interceptor monitoring system shall be provided or a maintenance program shall be established with documentation submitted to the *code official*.

#### SECTION 507 STORM DRAINAGE [P]

**507.1 General.** Drainage of roofs and paved areas, *yards* and courts, and other open areas on the *premises* shall not be discharged in a manner that creates a public nuisance.

#### SECTION 601 GENERAL

**601.1 Scope.** The provisions of this chapter shall govern the minimum mechanical and electrical facilities and equipment to be provided.

**601.2 Responsibility.** The *owner* of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* which does not comply with the requirements of this chapter.

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**SECTION 602 HEATING FACILITIES**BUREAU OF CONSTRUCTION CODES  
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**602.1 Facilities required.** Heating facilities shall be provided in structures as required by this section.

**602.2 Residential occupancies.** Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms* based on the winter outdoor design temperature for the locality indicated in Appendix D of the *International Plumbing Code*. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

**Exception:** In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.

**602.3 Heat supply.** Every *owner* and *operator* of any building who rents, leases or lets one or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the *occupants* thereof shall supply heat during the period from Oct. 31 to May 1 to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, *bathrooms* and *toilet rooms*.

**Exceptions:**

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the *International Plumbing Code*.
2. In areas where the average monthly temperature is above 30°F (-1°C) a minimum temperature of 65°F (18°C) shall be maintained.

**602.4 Occupiable work spaces.** Indoor occupiable work spaces shall be supplied with heat during the period from Oct. 31 to May 1 to maintain a temperature of not less than 65°F (18°C) during the period the spaces are occupied.

**Exceptions:**

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

**602.5 Room temperature measurement.** The required room temperatures shall be measured 3 feet (914 mm) above the floor near the center of the room and 2 feet (610 mm) inward from the center of each exterior wall.

**SECTION 603 MECHANICAL EQUIPMENT**

**603.1 Mechanical appliances.** All mechanical appliances, fireplaces, solid fuel-burning appliances,

cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

**603.2 Removal of combustion products.** All fuel-burning equipment and appliances shall be connected to an *approved* chimney or vent.

**Exception:** Fuel-burning equipment and appliances which are *labeled* for unvented operation.

**603.3 Clearances.** All required clearances to combustible materials shall be maintained.

**603.4 Safety controls.** All safety controls for fuel-burning equipment shall be maintained in effective operation.

**603.5 Combustion air.** A supply of air for complete combustion of the fuel and for *ventilation* of the space containing the fuel-burning equipment shall be provided for the fuel-burning equipment.

**603.6 Energy conservation devices.** Devices intended to reduce fuel consumption by attachment to a fuel-burning appliance, to the fuel supply line thereto, or to the vent outlet or vent piping therefrom, shall not be installed unless *labeled* for such purpose and the installation is specifically *approved*.

## SECTION 604 ELECTRICAL FACILITIES

**604.1 Facilities required.** Every occupied building shall be provided with an electrical system in compliance with the requirements of this section and Section 605.

**604.2 Service.** The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with NFPA 70. *Dwelling units* shall be served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes.

**604.3 Electrical system hazards.** Where it is found that the electrical system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, *deterioration* or damage, or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

**604.3.1 Abatement of electrical hazards associated with water exposure.** The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to water.

**604.3.1.1 Electrical equipment.** Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water shall be replaced in accordance with the provisions of the *International Building Code*.

**Exception:** The following equipment shall be allowed to be repaired where an inspection

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report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement:

1. Enclosed switches, rated 600 volts or less;
2. Busway, rated 600 volts or less;
3. Panelboards, rated 600 volts or less;
4. Switchboards, rated 600 volts or less;
5. Fire pump controllers, rated 600 volts or less;
6. Manual and magnetic motor controllers;
7. Motor control centers;
8. Alternating current high-voltage circuit breakers;
9. Low-voltage power circuit breakers;
10. Protective relays, meters and current transformers;
11. Low- and medium-voltage switchgear;
12. Liquid-filled transformers;
13. Cast-resin transformers;
14. Wire or cable that is suitable for wet locations and whose ends have not been exposed to water;
15. Wire or cable, not containing fillers, that is suitable for wet locations and whose ends have not been exposed to water;
16. Luminaires that are listed as submersible;
17. Motors;
18. Electronic control, signaling and communication equipment.

**604.3.2 Abatement of electrical hazards associated with fire exposure.** The provisions of this section shall govern the repair and replacement of electrical systems and equipment that have been exposed to fire.

**604.3.2.1 Electrical equipment.** Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the *International Building Code*.

**Exception:** Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

## SECTION 605 ELECTRICAL EQUIPMENT

**605.1 Installation.** All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and *approved* manner.

**605.2 Receptacles.** Every *habitable space* in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter. Every *bathroom* shall contain at least one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection.

**605.3 Luminaires.** Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room shall contain at least one electric luminaire.

## **SECTION 606 ELEVATORS, ESCALATORS AND DUMBWAITERS**

**606.1 General.** Elevators, dumbwaiters and escalators shall be maintained in compliance with ASME A17.1. The most current certificate of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, be available for public inspection in the office of the building operator or be posted in a publicly conspicuous location *approved* by the *code official*. The inspection and tests shall be performed at not less than the periodic intervals listed in ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

**606.2 Elevators.** In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

**Exception:** Buildings equipped with only one elevator shall be permitted to have the elevator temporarily out of service for testing or servicing.

## **SECTION 607 DUCT SYSTEMS**

**607.1 General.** Duct systems shall be maintained free of obstructions and shall be capable of performing the required function.

## **SECTION 701 GENERAL**

**701.1 Scope.** The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior *premises*, including fire safety facilities and equipment to be provided.

**701.2 Responsibility.** The *owner* of the *premises* shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as *owner-occupant* or permit another person to occupy any *premises* that do not comply with the requirements of this chapter.

## **SECTION 702 MEANS OF EGRESS [F]**

**702.1 General.** A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. Means of egress shall comply with the *International Fire Code*.

**702.2 Aisles.** The required width of aisles in accordance with the *International Fire Code* shall be unobstructed.

**702.3 Locked doors.** All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *International Building Code*.

**702.4 Emergency escape openings.** Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required

emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

## SECTION 703 FIRE-RESISTANCE RATINGS [F]

**703.1 Fire-resistance-rated assemblies.** The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

**703.2 Opening protectives.** Required opening protectives shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

## SECTION 704 FIRE PROTECTION SYSTEMS [F]

**704.1 General.** All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *International Fire Code*.

**704.1.1 Automatic sprinkler systems.** Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

**704.2 Smoke alarms.** Single- or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of *occupant* load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* and cellars but not including crawl spaces and uninhabitable attics. In dwellings or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single- or multiple-station smoke alarms shall be installed in other groups in accordance with the *International Fire Code*.

**704.4 Interconnection.** Where more than one smoke alarm is required to be installed within an individual *dwelling unit* in Group R-2, R-3, R-4 and in dwellings not regulated as Group R occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible

in all *bedrooms* over background noise levels with all intervening doors closed.

**Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available which could provide access for interconnection without the removal of interior finishes.

Chapter 8 - Referenced Standards

Top Previous Section Next Section To view the next subsection please select the Next Section option.

This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title and the section or sections of this document that reference the standard. The application of the referenced standards shall be as specified in Section 102.7.

<b>ASME</b>		
American Society of Mechanical Engineers Three Park Avenue New York, NY 10016-5990		
Standard reference number	Title	Referenced in code section number
A17.1/CSA B44-2007	Safety Code for Elevators and Escalators	606.1

<b>ASTM</b>		
ASTM International 100 Barr Harbor Drive West Conshohocken, PA 19428-2959		
Standard reference number	Title	Referenced in code section number
F1346-91 (2003)	Performance Specifications for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs	303.2

<b>ICC</b>		
International Code Council 500 New Jersey Avenue, NW 6th Floor		

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Standard reference number	Title	Referenced in code section number
IBC-09	International Building Code®	102.3, 201.3, 401.3, 702.3
IFC-09	International Fire Code®	201.3, 604.3.1.1, 604.3.2.1, 702.1, 702.2, 704.1, 704.2
IEBC-09	International Existing Building Code®	305.1.1, 306.1.1
IFGC-09	International Fuel Gas Code®	102.3
IMC-09	International Mechanical Code®	102.3, 201.3
IPC-09	International Plumbing Code®	201.3, 505.1, 602.2, 602.3
IZC-09	International Zoning Code®	102.3, 201.3



National Fire Protection Association  
 1 Batterymarch Park  
 Quincy, MA 02269

Standard reference number	Title	Referenced in code section number
25-08	Inspection, Testing and Maintenance of Water based Fire Protection Systems	704.1.1
70-08	National Electrical Code	102.4, 201.3, 604.2

**A101 GENERAL**

**A101.1 General.** All windows and doors shall be boarded in an *approved* manner to prevent entry by unauthorized persons and shall be painted to correspond to the color of the existing structure.

**A102 MATERIALS**

**A102.1 Boarding sheet material.** Boarding sheet material shall be minimum 1/2-inch (12.7 mm) thick wood structural panels complying with the *International Building Code*.

**A102.2 Boarding framing material.** Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.

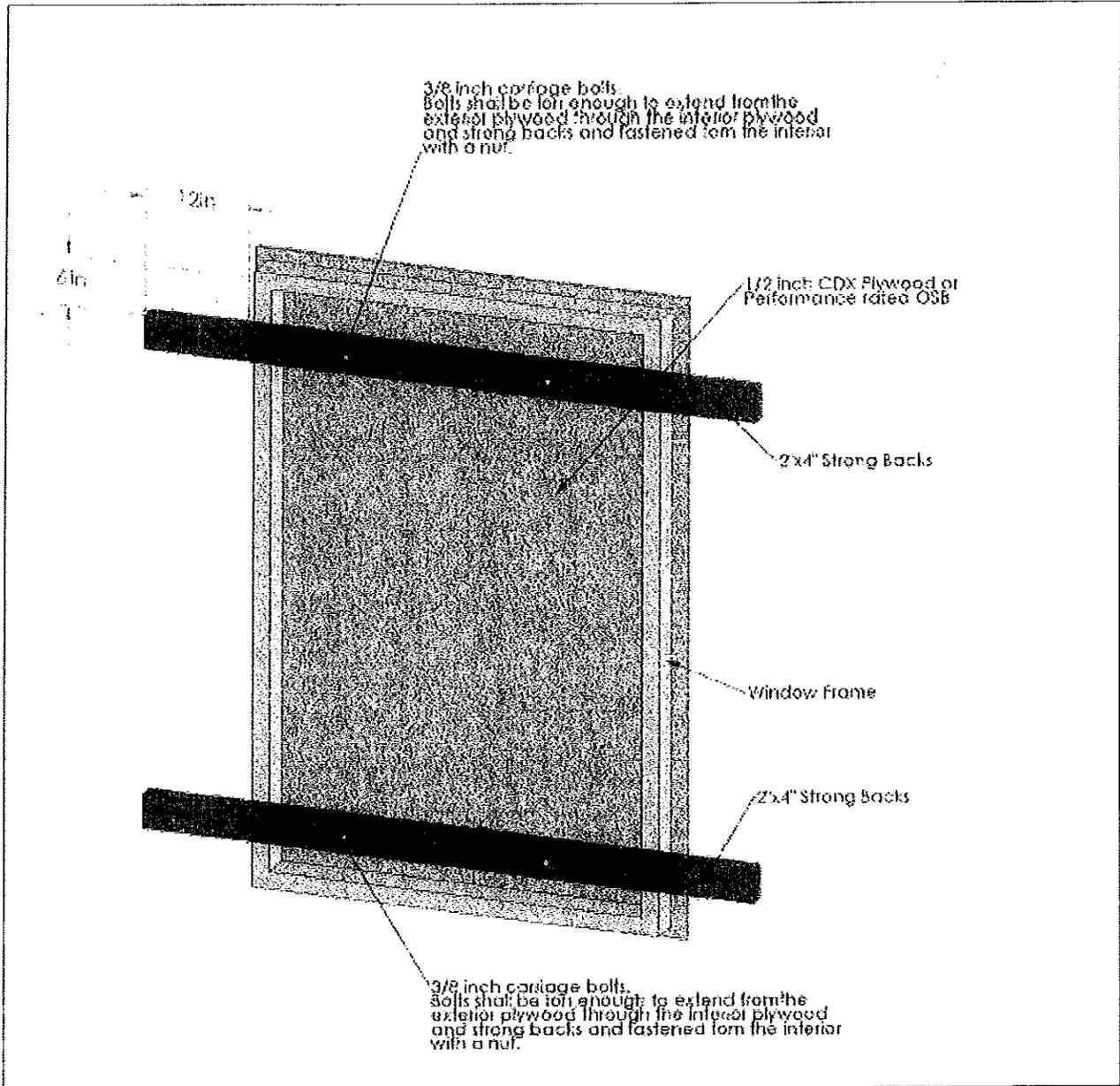
**A102.3 Boarding fasteners.** Boarding fasteners shall be minimum 3/8-inch (9.5 mm) diameter carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.

**A103 INSTALLATION**

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**A103.1 Boarding installation.** The boarding installation shall be in accordance with Figures A103.1(1) and A103.1(2) and Sections A103.2 through A103.5.

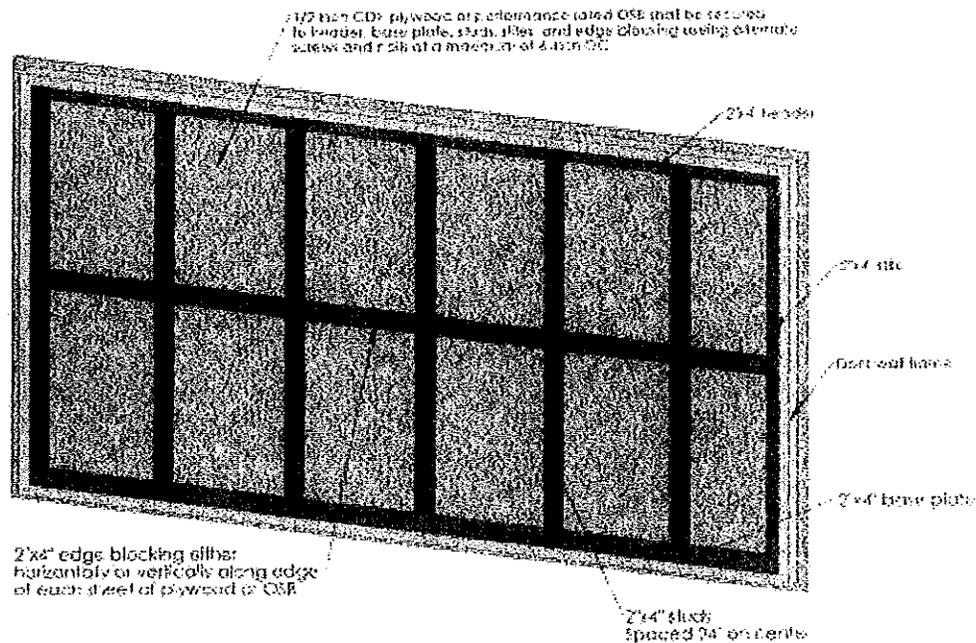


**FIGURE A103.1(1) BOARDING OF DOOR OR WINDOW**

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**FIGURE A103.1(2) BOARDING OF DOOR WALL**

**A103.2 Boarding sheet material.** The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

**A103.3 Windows.** The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

**A103.4 Door walls.** The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at not more than 24 inches (610 mm) on center. Blocking shall also be secured at not more than 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152 mm) on center.

**A103.5 Doors.** Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an *approved* manner.

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## CITY OF HIGHLAND PARK

<i>Inspectors</i>	<i>Registration #</i>	<i>Experience and/or Qualifications</i>
Robert A. Hudson	000129	Building Official, Building Inspector and Plan Reviewer
Ronny McCleskey	005318	Electrical Inspector and Plan Reviewer
Eugene Burke	002633	Mechanical Inspector and Plan Reviewer
Eugene Burke	002633	Plumbing Inspector and Plan Reviewer

<i>Plan Reviewers</i>	<i>Registration #</i>	<i>Experience and/or Qualifications</i>
Robert A. Hudson	000129	Building Official, Building Inspector and Plan Reviewer
Ronny McCleskey	005318	Electrical Inspector and Plan Reviewer
Eugene Burke	002633	Mechanical Inspector and Plan Reviewer
Eugene Burke	002633	Plumbing Inspector and Plan Reviewer

The Construction Board of Appeals will consist of 4 members.

Jeffrey Harrison	Architect	BCS License	#1301053767
James Busha	Professional Engineer	BCS License	#6201044384
Charles R. Scales Jr.	Professional Engineer	BCS License	#6201017273
Sidney W. Cobb	Architect	BCS License	#1301016751

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**LARA**

Department of Licensing and Regulatory Affairs


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[Michigan.gov Home](#)[LARA Home](#) | [Sitemap](#) | [Contact](#) | [Online Services](#) | [Agencies](#)**BUREAU OF COMMERCIAL SERVICES****VERIFY A LICENSE/REGISTRATION****Licensee Information**

Name: HARRISON, JEFFREY DANIEL  
 Address: Bruce, MI 48065  
 County: Macomb

**License Information**

License Type: Architect  
 License Number: 1301053767  
 Specialties:  
 Status: Active  
 Limitations:  
 Issue Date: 09/26/2006  
 Expiration Date: 10/31/2011

Status History**Employed/Managed By**

Employer/Manager:  
 License Number:  
 Address:  
 County:

[Back](#)[New Search](#)

Additional information pertaining to the occupations regulated by the Bureau of Commercial Services can be found on the [Licensing Division](#) site.

**DISCLAIMER**

The Issue Date is the date the license/registration was first issued. Please note this information is not always available in the database. The Expiration Date given above is the date the license/registration expired or will expire. The license/registration may not have been active from the Issue Date to the Expiration Date. There may have been periods of non-licensure or non-registration. Please view the status history for more information.

Licensing and registration records are made available at this site by LARA to provide immediate access to information for the convenience of interested persons. While LARA has taken steps to update this information daily, we make no guarantee as to the accuracy, completeness, timeliness or current status of the information. LARA assumes no responsibility for any errors or omissions, or for the use of information obtained from this site.

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**BUREAU OF COMMERCIAL SERVICES**

**VERIFY A LICENSE/REGISTRATION**

**Licensee Information**

Name: BUSHA, JAMES FRANK  
 Address: Plymouth, MI 48170  
 County: Wayne

**License Information**

License Type: Professional Engineer  
 License Number: 6201044384  
 Specialties:  
 Status: Active  
 Limitations:  
 Issue Date: 08/07/1998  
 Expiration Date: 10/31/2012

[Status History](#)

**Employed/Managed By**

Employer/Manager:  
 License Number:  
 Address:  
 County:

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Department of Licensing and Regulatory Affairs



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**BUREAU OF COMMERCIAL SERVICES**

**VERIFY A LICENSE/REGISTRATION**

**Licensee Information**

Name: SCALES, CHARLES R JR  
Address: Detroit, MI 48221  
County: Wayne

**License Information**

License Type: Professional Engineer  
License Number: 6201017273  
Specialties:  
Status: Active  
Limitations:  
Issue Date:  
Expiration Date: 10/31/2012

[Status History](#)

**Employed/Managed By**

Employer/Manager:  
License Number:  
Address:  
County:

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Additional information pertaining to the occupations regulated by the Bureau of Commercial Services can be found on the [Licensing Division](#) site.

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**BUREAU OF COMMERCIAL SERVICES**

**VERIFY A LICENSE/REGISTRATION**

**Licensee Information**

Name: COBB, SIDNEY W  
 Address: Detroit, MI 48221  
 County: Wayne

**License Information**

License Type: Architect  
 License Number: 1301016751  
 Specialties:  
 Status: Active  
 Limitations:  
 Issue Date:  
 Expiration Date: 10/31/2012  
[Status History](#)

**Employed/Managed By**

Employer/Manager:  
 License Number:  
 Address:  
 County:

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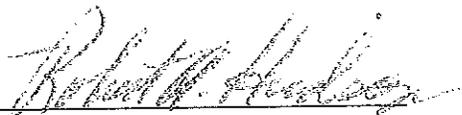
# Affidavit

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254  
Lansing, MI 48909

June 8, 2011

I will be performing Building Inspections, enforcing the 2009 Michigan Building Code for the City of Highland park, Michigan. I am public act #54 registered with the state of Michigan, registration number 000129.

Sincerely,



Robert A. Hudson  
Building Official

Signature Date: 6/16/2011

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OFFICE OF ADMINISTRATIVE SERVICES

# Affidavit

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254  
Lansing, MI 48909

June 8, 2011

I will be performing Mechanical Inspections, enforcing the 2009 Michigan Mechanical Code for the City of Highland park, Michigan. I am public act #54 registered with the state of Michigan, registration number 2633.

Sincerely,

  
Eugene Burke

Signature Date: 6/8/2011

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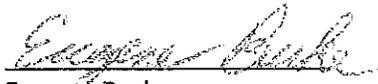
# Affidavit

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254  
Lansing, MI 48909

June 8, 2011

I will be performing Plumbing Inspections, enforcing the 2009 Michigan Plumbing Code for the City of Highland park, Michigan. I am public act #54 registered with the state of Michigan, registration number 2633.

Sincerely,

  
Eugene Burke

Signature Date: 6/8/2011

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# Affidavit

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Office of Administrative Services  
P.O. Box 30254  
Lansing, MI 48909

June 8, 2011

I will be performing Electrical Inspections, enforcing the 2008 National Electric Code (NEC) for the City of Highland park, Michigan. I am public act #54 registered with the state of Michigan, registration number 005318.

Sincerely,

  
\_\_\_\_\_  
Ronny McCleskey

Signature Date: 6/17/2011

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The city of Highland Park is finalizing details with the Contractual Personal Services Agreements and will have signed Personal Service Agreements your offices on or before September 23, 2011 for your review.

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## Contractual Personal Services Agreement

This contract is entered into on the \_\_\_\_\_, by and between the City of Highland Park, located at 12050 Woodward Avenue, Highland Park, Michigan, 48203, a Michigan public body corporate (the "City"), and \_\_\_\_\_ (the "Contractor"), to provide services as a Plumbing Inspector and Plan Reviewer for the City of Highland Park, in accordance with the following:

WHEREAS, the City has a need for a licensed Plumbing Inspector who is available to work on an individual project basis; and,

WHEREAS, the Contractor, Act 54 Registration \_\_\_\_\_, does possess the required qualifications to provide building inspections pursuant to Michigan state law; 1972 PA 230, and Highland Park city ordinances:

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

- I. Contractor shall perform duties as Plumbing Inspector for the City of Highland Park on a part-time, contractual basis, with responsibilities to include:
  - A. Plumbing Inspections of Buildings and properties for compliance with state law; 1972 PA 230, , Michigan Plumbing Code and city ordinances
  - B. Preparation of regular reports and recommendations regarding inspections;
  - C. Enforcement of property maintenance codes and other building laws and ordinances under supervision of City Building Official.
- II. Work Schedule. Contractor is expected to work on an as needed basis.
- III. Compensation and Method of Payment. In consideration for the services of Contractor as outlined in this agreement, the City agrees to pay Contractor Twenty-five Dollars per hour (\$25.00/hr).
- IV. Additional Terms and Conditions:
  - A. Either party may, at any time, terminate its obligation under this contract to the other party by providing 14 days notice in writing.
  - B. It is expressly understood and agreed that the services provided to the City under this contract is unique to the Contractor and that in no event shall the Contractor or the City assign or transfer any interest in this contract except by operation of law.

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- C. It is further understood and agreed that the Contractor is an independent contractor and is not a regular employee or official of the City. The contractor shall have none of the usual obligations or duties of a regular employee or official, except those delineated above, or any of the rights and benefits pursuant thereto.

IN WITNESS WHEREOF, the parties hereunto have executed the Contract on the day and date first written above.

**CONTRACTOR**

**CITY OF HIGHLAND PARK**

\_\_\_\_\_

By: \_\_\_\_\_

Hubert Yopp

Its: Mayor

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Approved as to form and substance:

\_\_\_\_\_  
William R. Ford  
City Attorney

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## Contractual Personal Services Agreement

This contract is entered into on the \_\_\_\_\_, by and between the City of Highland Park, located at 12050 Woodward Avenue, Highland Park, Michigan, 48203, a Michigan public body corporate (the "City"), and Eugene Burke (the "Contractor"), to provide services as a Mechanical Inspector and Plan Reviewer for the City of Highland Park, in accordance with the following:

WHEREAS, the City has a need for a licensed Mechanical Inspector who is available to work on an individual project basis; and,

WHEREAS, the Contractor, Act 54 Registration #002633, does possess the required qualifications to provide building inspections pursuant to Michigan state law; 1972 PA 230, and Highland Park city ordinances:

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

- I. Contractor shall perform duties as a Mechanical Inspector for the City of Highland Park on a part-time, contractual basis, with responsibilities to include:
  - A. Mechanical Inspections of Buildings and properties for compliance with state law; 1972 PA 230, Michigan Mechanical Code and city ordinances
  - B. Preparation of regular reports and recommendations regarding inspections;
  - C. Enforcement of property maintenance codes and other building laws and ordinances under supervision of City Building Official.
- II. Work Schedule. Contractor is expected to work on an as needed basis.
- III. Compensation and Method of Payment. In consideration for the services of Contractor as outlined in this agreement, the City agrees to pay Contractor Twenty-five Dollars per hour (\$25.00/hr).
- IV. Additional Terms and Conditions:
  - A. Either party may, at any time, terminate its obligation under this contract to the other party by providing 14 days notice in writing.
  - B. It is expressly understood and agreed that the services provided to the City under this contract is unique to the Contractor and that in no event shall the Contractor or the City assign or transfer any interest in this contract except by operation of law.

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C. It is further understood and agreed that the Contractor is an independent contractor and is not a regular employee or official of the City. The contractor shall have none of the usual obligations or duties of a regular employee or official, except those delineated above, or any of the rights and benefits pursuant thereto.

IN WITNESS WHEREOF, the parties hereunto have executed the Contract on the day and date first written above.

**CONTRACTOR**

**CITY OF HIGHLAND PARK**

\_\_\_\_\_

By: \_\_\_\_\_

Hubert Yopp

Its: Mayor

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Approved as to form and substance:

\_\_\_\_\_  
William R. Ford  
City Attorney

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## Contractual Personal Services Agreement

This contract is entered into on the \_\_\_\_\_, by and between the City of Highland Park, located at 12050 Woodward Avenue, Highland Park, Michigan, 48203, a Michigan public body corporate (the "City"), and Ronny McCleskey (the "Contractor"), to provide services as an Electrical Inspector and Plan Reviewer for the City of Highland Park, in accordance with the following:

WHEREAS, the City has a need for a licensed Electrical Inspector who is available to work on an individual project basis; and,

WHEREAS, the Contractor, Act 54 Registration #005318, does possess the required qualifications to provide electrical inspections pursuant to Michigan state law; 1972 PA 230, and Highland Park city ordinances:

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

- I. Contractor shall perform duties as Electrical Inspector for the City of Highland Park on a part-time, contractual basis, with responsibilities to include:
  - A. Electrical Inspections of Buildings and properties for compliance with state law; 1972 PA 230, Michigan Electrical Code and city ordinances
  - B. Preparation of regular reports and recommendations regarding inspections;
  - C. Enforcement of property maintenance codes and other building laws and ordinances under supervision of City Building Official.
- II. Work Schedule. Contractor is expected to work on an as needed basis.
- III. Compensation and Method of Payment. In consideration for the services of Contractor as outlined in this agreement, the City agrees to pay Contractor Twenty-five Dollars (\$25.00/hr).
- IV. Additional Terms and Conditions:
  - A. Either party may, at any time, terminate its obligation under this contract to the other party by providing 14 days' notice in writing.
  - B. It is expressly understood and agreed that the services provided to the City under this contract is unique to the Contractor and that in no event shall the Contractor or the City assign or transfer any interest in this contract except by operation of law.

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C. It is further understood and agreed that the Contractor is an independent contractor and is not a regular employee or official of the City. The contractor shall have none of the usual obligations or duties of a regular employee or official, except those delineated above, or any of the rights and benefits pursuant thereto.

IN WITNESS WHEREOF, the parties hereunto have executed the Contract on the day and date first written above.

**CONTRACTOR**

**CITY OF HIGHLAND PARK**

\_\_\_\_\_  
Ronny McCleskey  
Contractor

By: \_\_\_\_\_  
Hubert Yopp  
Its: Mayor

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Approved as to form and substance:

\_\_\_\_\_  
William R. Ford  
City Attorney

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OFFICE OF ADMINISTRATIVE SERVICES

**Samples of Department Forms  
City of Highland Park  
September 15, 2011**

1. Permanent Records to Be Maintained by the Department
  - a. Codes Currently in Effect
  - b. Code Book and Reference Standards Order Form
  - c. Application for Permits.
    - i. Building, Building Permit Form
    - ii. Electrical, Electrical Permit Form
    - iii. Mechanical, Mechanical Permit Form
    - iv. Plumbing, Plumbing Permit Form
    - v. Sign Permit
    - vi. Contractor Registration Form
    - vii. Building Department Fee Schedule
    - viii. Building Permit Weather Card
    - ix. Plan Review Comment Sheet
      1. 2009 Michigan Building Code
      2. 2009 Michigan Residential Code
      3. 2008 National Electric Code
      4. 2009 Michigan Mechanical Code
      5. 2009 Michigan Plumbing Code
    - x. Inspection Request Form
    - xi. Notice of Code Violation/Correction Notice
    - xii. Certificate of Occupancy Request Form
    - xiii. Certificate of Occupancy
    - xiv. Certificate of Occupancies Issued Master List
    - xv. Freedom of Information Request Form
    - xvi. Application for Barrier Free Design Rule Exception with Instructions for Application for Barrier Free Design Rule Exception
    - xvii. Requirements for a Construction Board of Appeals.
    - xviii. Application and instructions for the Construction Board of Appeals.
    - xix. Sample Notice of the Construction Board of Appeals.
    - xx. Sample Minutes of the Construction Board of Appeals.

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Edition	Printing	# Copies	Jurisdiction	Type	Referenced Standard
2009	Fifth	2	Michigan	Building	Chapter 35
2009	Fourth	2	Michigan	Residential Building	Chapter 44
2009		2	Michigan	Rehabilitation for Existing Buildings	
2009	Fourth	2	Michigan	Mechanical	Chapter 15
2009	Fourth	2	Michigan	Plumbing	Chapter 13
2008		2	NEC	National Electrical Code	
2009		2	Michigan	Uniform Energy	
2009		2	International	Fuel Gas Code	
2009		2	International	Fire Code	
2007		1	NFPA	Installation of Sprinkler Systems	NFPA 13
2007		1	NFPA	Standards for the installation of Sprinkler Systems in One and Two-Family Dwellings and Manufactured Homes.	NFPA 13 D
2007		1	NFPA	Standards for the installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height	NFPA 13 R
2007		1	NFPA	National Fire Alarm Code	NFPA 72
2009		1	NFPA	Standard for the Installation of Air-Conditioning and Ventilating Systems	NFPA 90A
2009		1	NFPA	Standard for the Installation of Warm Air Heating and Air-Conditioning Systems	NFPA 90B
2008		1	NFPA	Standards for Ventilation Control and Fire Protection of Commercial Cooking	NFPA 96

The codes listed above designated will be purchased by the City of Highland Park. The highlighted codes listed above with two copies to be purchased will have one copy assigned to the inspector responsible for enforcing the code and the other copy will be retained in the office for public inspection during regularly scheduled business hours. Monday through Friday, 9 a.m. until 5 p.m.

The NFPA standards listed above will be kept in the office at all times and will be available for public inspection during regularly scheduled business hours. Monday through Friday, 9 a.m. until 5 p.m.

I have printed out all of the referenced standards contained in Chapter 35 of the Michigan Building Code

- Chapter 44 of the Michigan Residential Code
- Chapter 15 of the Michigan Mechanical Code
- Chapter 13 of the Michigan Plumbing Code

Some of the standards are available for free download. I will download all of the free standards and label and catalog them for department use and public review.

The standards that remain will be purchased by the City of Highland Park and will be retained in the office for public inspection during regularly scheduled business hours. Monday through Friday, 9 a.m. until 5 p.m.

# CITY OF HIGHLAND PARK

COMMUNITY AND ECONOMIC DEVELOPMENT  
DEPARTMENT OF BUILDING AND SAFETY

12050 WOODWARD AVENUE  
HIGHLAND PARK, MI. 48203  
(313) 252-0050 (313) 252-0050 Fax

## CODES CURRENTLY IN EFFECT

City of Highland Park  
September 15, 2011

### **Building:**

Commercial: MBC 2009 (Michigan Building Code 2009)  
Residential: MRC 2009 (Michigan Residential Code 2009)

### **Plumbing:**

Commercial: MPC 2009 (Michigan Plumbing Code 2009)  
Residential: MRC 2009 (Michigan Residential Code 2009)

### **Mechanical:**

Commercial: MMC 2009 (Michigan Mechanical Code 2009)  
Residential: MRC 2009 (Michigan Residential Code 2009)

### **Electrical:**

Commercial: NEC 2008 (State of Michigan Electrical Code)  
2008 National Electrical Code with Part 8 Amendments  
Residential: MRC 2009 (Michigan Residential Code 2009)

### **Rehab:**

REHAB 2009 (Michigan Rehabilitation Code 2009)

### **Fire Suppression:**

Commercial: NFPA 13 (2007)  
Residential: NFPA 13D (2007)  
Multiple Family: NFPA 13R (2007)

### **Fire Alarm:**

Commercial: NFPA 72 (2007)  
Residential: NFPA 72 (2007)

The Building, Plumbing, Mechanical, Electrical, and Rehabilitation Codes can be purchased from: Michigan Department of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
(517) 241-9313

**The codes noted above are adopted by the City of Highland Park Codified Ordinance 1195 of 2011, Section 6-2 of the Charter, duly adopted on September 13, 2011 and became effective on September 14, 2011.**

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**CITY OF HIGHLAND PARK**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**  
**DEPARTMENT OF BUILDING AND SAFETY**

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

# BUILDING PERMIT FEE SCHEDULE

## ESTIMATED COST OF CONSTRUCTION

\$200.00 TO 1,000.00.....	\$75.00
\$1,000 TO \$10,000.00.....	\$75.00+\$10 per \$1,000 Over \$10,000
\$10,001.00 TO \$100,000.00 .....	\$165.00 plus \$3 per \$1,000 over \$10,000
\$100,001.00 to \$500,000.00.....	\$435.00 plus \$2 per \$1,000 over \$500,000

ALL WORK NOT INVOLVING A SQUARE FOOT COMPUTATION.....\$75.00  
PLUS \$50 ADMINISTRATIVE FEE PLUS \$50 PER INSPECTION

CERTIFICATE OF OCCUPANCY ..... \$50.00

SPECIAL INSPECTIONS PERTAINING TO THE SALE OF A BUILDING.... \$100.00  
RE-INSPECTION OF WORK NOT READY AND RE-INSPECTION OF A VIOLATION  
THAT HAS NOT BEEN COMPLIED WITH BY THE EXPIRATION DATE OF THE  
VIOLATION NOTICE..... \$75.00 PER HOUR OR FRACTION THEREOF

DEMOLITION .....\$75.00 PLUS \$0.05 PER SQUARE FOOT OF STRUCTURE  
PLUS PLAN MINIMUM PLAN REVIEW FEE

## PLAN REVIEW FEE SCHEDULE

\$0-\$500,000 = \$.0013 OF BUILDING VALUATION BUT NOT LESS THAN \$100.00  
OVER \$500,000.00 = \$650.00 PLUS \$.00013 OF BUILDING VALUATION BUT  
NOT LESS THAN \$100.00

BUILDING ALTERATIONS AND REMODELING \$125 PER HOUR-1 HOUR  
MINIMUM, BILLED TO THE NEAREST HALF HOUR

ELECTRICAL PLAN REVIEW IS 25% OF THE BUILDING PLAN REVIEW FEE  
MECHANICAL PLAN REVIEW IS 25% OF THE BUILDING PLAN REVIEW FEE  
PLUMBING PLAN REVIEW IS 25% OF THE BUILDING PLAN REVIEW FEE

## CONSTRUCTION CODE BOARD OF APPEALS APPLICATION FEE

BUILDING CODE.....	\$250.00
ELECTRICAL CODE.....	\$250.00
MECHANICAL CODE.....	\$250.00
PLUMBING CODE.....	\$250.00

BUILDING CONTRACTOR REGISTRATION.....\$35.00

City of Highland Park  
Community Development / Department of Building and Safety  
12050 Woodward Avenue Highland Park, MI 48203  
313-252-0052 Ext 209 Fax 313-868-8256  
www.highlandparkcity.us

Requirements for Obtaining Building Permits  
From the  
The City of Highland Park

**Residential Structures**

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

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

**Commercial Structures**

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

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

**Mobile and Premanufactured 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 premanufactured units; one (1) copy of the Building System Approval and the approved plans.

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and signed.

Section VII. Must be completed by the City of Highland for zoning (environmental) approval. A Land Use permit may be required. Note (if is required. Well and septic permits are typically issued by the county health department.

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## • Building Permit Fees

Building permit fees are attached.

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.

### When to Call for an Inspection

Please use the inspection request form supplied by the City of Highland Park only. The inspection request form can be dropped off at our counter or can be call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

### Expiration of Permit

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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

### Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

### Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

### Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

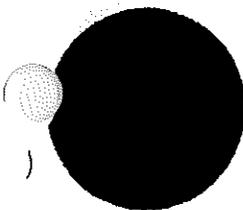
### Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number. A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

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### Building Permit Application

City of Highland Park  
Community Development / Department of Building and Safety  
12050 Woodward Avenue, Highland Park, MI 48203  
313-252-0052 Ext 209 FAX 313-868-8256  
www.highlandparkcity.us

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1972 PA 230  
Completion: Mandatory to Obtain Permit  
Penalty: Permit cannot be issued

**APPLICANT MUST COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI**  
**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR ELECTRICAL, MECHANICAL AND PLUMBING PERMITS**

LEGAL DESCRIPTION		SIDWELL NUMBER		PERMIT NUMBER	
PROJECT NAME			ADDRESS		
CITY	STATE	COUNTY		ZIP CODE	
BETWEEN		And			
<b>A. Owner or Lessee</b>					
NAME			ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)		
<b>B. Architect or Engineer</b>					
NAME			ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		
LICENSE NUMBER			EXPIRATION DATE		
<b>C. Contractor</b>					
NAME			ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)		
BUILDERS LICENSE NUMBER			EXPIRATION DATE		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			WORKERS COMP INSURANCE CARRIER (or reason for exemption)		
UIA NUMBER (or reason for exemption)					
<b>A. Type of Improvement</b>					
<input type="checkbox"/> 1. NEW BUILDING	<input type="checkbox"/> 3. ALTERATION	<input type="checkbox"/> 5. DEMOLITION	<input type="checkbox"/> 7. FOUNDATION ONLY	<input type="checkbox"/> 9. RELOCATION	
<input type="checkbox"/> 2. ADDITION	<input type="checkbox"/> 4. REPAIR	<input type="checkbox"/> 6. MOBIL HOME SET-UP	<input type="checkbox"/> 8. PREMANUFACTURE	<input type="checkbox"/> 10. SPECIAL INSPECTION	
<b>B. Plan Review Required</b>					
Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.					
Plans are not required for alterations and repair work determined by the building official to be of a minor nature.					
Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.					
City of Highland Park Plan Review Project No. _____					

**A. Residential**

1. ONE FAMILY  3. HOTEL, MOTEL, NO. OF UNITS \_\_\_\_\_  5. DETACHED GARAGE  
 2. TWO OR MORE FAMILY NO. OF UNITS \_\_\_\_\_  4. ATTACHED GARAGE  6. OTHER \_\_\_\_\_

**B. Non-Residential**

7. AMUSEMENT  11. SERVICE STATION  15. SCHOOL, LIBRARY, EDUCATIONAL  
 8. CHURCH, RELIGION  12. HOSPITAL, INSTITUTIONAL  16. STORE, MERCANTILE  
 9. INDUSTRIAL  13. OFFICE, BANK, PROFESSIONAL  17. TANKS, TOWERS  
 10. PARKING GARAGE  14. PUBLIC UTILITY  18. OTHER \_\_\_\_\_

**NON-RESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. RESIDENTIAL, SINGLE OR MULTIPLE, FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.**

**A Non-Refundable Fee of \$50.00 will be charged For processing Building Permit Applications**

**A. Principal Type of Frame**

1. MASONRY, WALL BEARING  2. WOOD FRAME MASONRY, WALL BEARING  3. STRUCTURAL STEEL  4. REINFORCED CONCRETE  5. OTHER \_\_\_\_\_

**B. Principal Type of Heating Fuel**

6. GAS  7. OIL  8. ELECTRICITY  9. COAL  10. OTHER \_\_\_\_\_

**C. Type of Sewage Disposal**

11. PUBLIC OR PRIVATE COMPANY  12. SEPTIC TANK

**D. Type of Water Supply**

13. PUBLIC OR PRIVATE COMPANY  14. PRIVATE WELL OR CISTERN/SEPTIC TANK

**Type of Mechanical**

15. Will There Be Air Conditioning?  Yes  No      16. Will There Be Fire Suppression?  Yes  No

**F. Dimensions/Data**

- |                             |  |                |                   |           |
|-----------------------------|--|----------------|-------------------|-----------|
| 17. NUMBER OF STORIES _____ | 21. FLOOR AREA BASEMENT _____                  | EXISTING _____ | ALTERATIONS _____ | NEW _____ |
| 18. USE GROUP _____         | 1 <sup>ST</sup> & 2 <sup>ND</sup> FLOOR _____  | EXISTING _____ | ALTERATIONS _____ | NEW _____ |
| 19. CONSTRUCTION TYPE _____ | 3 <sup>RD</sup> - 10 <sup>TH</sup> FLOOR _____ | EXISTING _____ | ALTERATIONS _____ | NEW _____ |
| 20. NO. OF OCCUPANTS _____  | 11 <sup>TH</sup> - ABOVE _____                 | EXISTING _____ | ALTERATIONS _____ | NEW _____ |
|                             | TOTAL AREA _____                               |                |                   |           |

**G. Number of Off Street Parking Spaces**

22. Enclosed \_\_\_\_\_      23. Outdoors \_\_\_\_\_

**VI. Applicant Information**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION**

Name		Telephone Number	
Address	City	State	Zip Code
Federal I.D. Number/Social Security Number			

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I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23 a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violations of section 23a are subjected to civil fines.

**SIGNATURE OF APPLICANT**

BUILDING PERMIT FEE ENCLOSED (The first \$75.00 of an application is non-refundable)

Applicant's estimated value \$ \_\_\_\_\_ (Includes \$50.00 Certificate of Occupancy Fee)

Building Permit Fee Enclosed  
\$ \_\_\_\_\_

Estimated Completion Date \_\_\_\_ / \_\_\_\_ / 201 \_\_\_\_

**ENVIRONMENTAL CONTROL APPROVALS**

Plans are enclosed with this application	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	____ Yes ____ No				
B - FIRE DISTRICT	____ Yes ____ No				
C - POLLUTION CONTROL	____ Yes ____ No				
D - NOISE CONTROL	____ Yes ____ No				
E - SOIL EROSION	____ Yes ____ No				
F - FLOOD ZONE	____ Yes ____ No				
G - WATER SUPPLY	____ Yes ____ No				
H - SEPTIC SYSTEM	____ Yes ____ No				
I - VARIANCE GRANTED	____ Yes ____ No				
J - HISTORIC DISTRICT	____ Yes ____ No				
K - OTHER	____ Yes ____ No				

**VII. VALIDATION FOR DEPARTMENT USE ONLY**

Use Group \_\_\_\_\_ Height of Building \_\_\_\_\_ Size of Building \_\_\_\_\_ Square Feet \_\_\_\_\_  
 Type of Construction \_\_\_\_\_ Zoning \_\_\_\_\_ Base Feet \_\_\_\_\_ Number of Inspections \_\_\_\_\_

**APPROVAL SIGNATURE** \_\_\_\_\_

Signature Printed \_\_\_\_\_

Title \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / 201 \_\_\_\_  
Month Day Year

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# City of Highland Park

12050 Woodward Avenue, Highland Park 48203 313-252-0050 Ext. 209

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT OF BUILDING SAFETY

Issued: 09/01/11

Expires: 02/28/12

**Building**

Type of Construction: 5-B Occupancy Group: R-3 Square Footage: 1,200 Edition of Code: 2009 Michigan Residential

<b>LOCATION</b>	<b>OWNER</b>
52 PILGRIM	CITY OF HIGHLAND PARK, TREASURER
Plat/Sub: 003-03-0735-000	HIGHLAND PARK MI 48203
	Ph.: 313-252-0050
	FAX: 313-868-8256

**Work Description:** New Roof, New Siding, New Windows \$23,000 Construction Cost

**Stipulations:**

Permit Item	Work Type	
APPLICATION FEE	PROCESSING FEE	50.00
CONTRACTOR / LICENSEE REG.	O BRIEN WATERFORD CON	15.00
ROOFING, SIDING, WINDOWS	BUILDING PERMIT FEE	204.00
FINAL INSPECTION	BUILDING PERMIT FEE	50.00
TOTAL		\$319.00

This permit is granted in accordance with an application for a permit or plans now on file in this office, on the express condition that the said construction shall, in all respects, conform to the Ordinances and Building Code of the City of Highland Park, regarding the construction of buildings and may be revoked at any time upon the violation of any of the provisions of said ordinances or code, or of the above specifications.

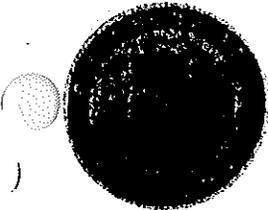
Plan Reviewer

Building Inspector

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OFFICE OF ADMINISTRATIVE SERVICES



**Electrical Permit Application**  
 City of Highland Park  
 Community Development / Department of Building and Safety  
 12050 Woodward Avenue Highland Park, MI 48203  
 313-252-0052 Ext 209 FAX 313-868-8256

**AUTHORITY:** 1972 PA 230  
**Completion:** Mandatory to obtain permit  
**Penalty:** Permit cannot be issued

**I. Job Location**

PROJECT NAME		SIDWELL NUMBER		HAS BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
NAME OF OWNER/AGENT		STREET ADDRESS AND JOB LOCATION (Street Number and Name)			
CITY	STATE	COUNTY		ZIP CODE	
City of Highland Park	Michigan	Wayne			

**II. Contractor / Homeowner Information**

**A. HOMEOWNER INFORMATION**

NAME		ADDRESS		<b>RECEIVED</b> DEPT. OF LABOR & ECONOMIC GROWTH SEP 16 2011
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	

**B. CONTRACTOR INFORMATION**

NAME		ADDRESS			BUREAU OF CONSTRUCTION CODES OFFICE OF ADMINISTRATIVE SERVICES
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		
STATE LICENSE NUMBER		EXPIRATION DATE	CITY OF HIGHLAND PARK LICENSE NUMBER	EXPIRATION DATE	
STATE REGISTRATION NUMBER		EXPIRATION DATE	FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption).			UIA NUMBER (or reason for exemption)		

**III. Type of job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> City Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. PLAN REVIEW REQUIRED**

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

**Plans are not required for the following:**

- When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the rating of the service or feeder in ampere? \_\_\_\_\_  
 What is the building size in square footage? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA and shall bear that architect's or engineer's signature and seal and signature.

City of Highland Park Project No. \_\_\_\_\_  Plans Not Required

**V. APPLICANT SIGNATURE**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	DATE
--	------

**HOMEOWNER AFFIDAVIT**

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Highland Park Electrical Inspector. I will cooperate with the City of Highland Park Electrical Inspector and assume the responsibility to arrange for necessary inspections.

**VII. FEE CLARIFICATIONS**

**ITEM # 17, MOBIL HOME UNIT SITE:**

When installing a site service in a park, the permit application must include the application fee, service, plus that number of park sites.  
 When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor.  
 When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service and feeder and a final inspection.

**VIII. Fee Chart—enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable) Service	\$50.00	1	\$50.00	Fire Alarm Systems (not smoke detectors)			
2. Through 200 Amp.	\$10.00			22. Up to 10 devices	\$50.00		
3. Over 200 Amp. Thru 600 Amp.	\$15.00			23. 11 to 20 devices	\$100.00		
4. Over 600 Amp. Thru 800 Amp.	\$20.00			24. Over 20 devices	\$5.00		
5. Over 800 Amps. Thru 1200 Amps.	\$25.00			Energy Management Temp. Control			
6. Over 1200 Amp. (GFI)	\$50.00			25. Energy Retrofit-Temp. Control	\$45.00		
7. Circuits	\$5.00			26. Devices-Energy Management	\$5.00		
8. Lighting Fixtures-per 25	\$6.00			27. Conduit only or grounding only	\$45.00		
9. Dishwasher	\$5.00			Data / Telecommunication Outlets***			
10. Furnace-Unit Heater	\$5.00			28. 1-19 devices	\$5.00		
11. Electrical-Heating Units (baseboard)	\$4.00			29. 20-300 devices	\$100.00		
12. Power Outlets (ranges, dryers, etc.)	\$7.00			30. Over 300 devices	\$300.00		
Signs				Inspections			
13. Unit	\$10.00			31. Special Inspection (pertaining to sale of building) (does not include an electrical service inspection)	\$50.00		
14. Letter	\$15.00			32. Additional Inspection	\$50.00		
15. Neon—each 25 feet	\$20.00			33. Final Inspection	\$50.00	1	\$50.00
16. Feeders-Bus Ducts, etc.—per 50'	\$6.00			Total Fee (Must include the \$50.00 non-refundable application and final inspection fee.			
17. Mobile Home Park Site*	\$6.00						
18. Recreational Vehicle Park Site	\$4.00						
K.V.A. & H.P.							
19. Units up to 20	\$6.00						
20. Units 21 to 50 K.V.A. or H.P.	\$10.00						
21. Units 51 K.V.A. or H.P. & over	\$12.00						

\*See VII. Fee Clarification Item #17 above.

\*\*\*The Michigan Electrical Code Rules no longer contain requirements to permit and inspect data and telecommunications wiring; therefore, this section is voluntary.

**IX. Instructions for Completing Application**

Make checks payable to "The City of Highland Park"

General: Electrical work shall not be started until the application for permit has been filed with the City of Highland Park. All installations shall be in conformance with the Michigan Electrical 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.

Expiration of Permit: 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 the time of commencing with 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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00

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BUREAU OF CONSTRUCTION CODES  
 OFFICE OF ADMINISTRATIVE SERVICES

# City of Highland Park

12050 Woodward Avenue, Highland Park 48203 313-252-0050 Ext. 209

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT OF BUILDING SAFETY

Issued: 09/01/11  
Expires: 02/28/12

**Electrical**

Type of Construction: 5-B Occupancy Group: R-3 Square Footage: 1,200

Edition of Code: 2008 Michigan Electrical

LOCATION	OWNER
52 PILGRIM Plat/Sub: 003-03-0735-000	CITY OF HIGHLAND PARK, TREASURER HIGHLAND PARK MI 48203 Ph.: 313-252-0050 FAX: 313-868-8256

Work Description: Service Change, New Wiring, Connect Furnace

Stipulations:

Permit Item	Work Type	
APPLICATION FEE	PROCESSING FEE	50.00
CONTRACTOR / LICENSEE REG.	MARYLAND ELECTRIC CO	15.00
SERVICE CHANGE <200 AMP	ELECTRICAL PERMIT FEE	10.00
10 CIRCUITS	ELECTRICAL PERMIT FEE	50.00
FURNACE	ELECTRICAL PERMIT FEE	5.00
FINAL INSPECTION	ELECTRICAL PERMIT FEE	50.00
TOTAL		\$180

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

This permit is granted in accordance with an application for a permit or plans now on file in this office, on the express condition that the said construction shall, in all respects, conform to the Ordinances and Building Code of the City of Highland Park, regarding the construction of buildings and may be revoked at any time upon the violation of any of the provisions of said ordinances or code, or of the above specifications.

Plan Reviewer

Electrical Inspector

## Mechanical Permit Application

City of Highland Park

Community Development / Department of Building and Safety

12050 Woodward Avenue Highland Park, MI 48203

313-252-0052 Ext 209 FAX 313-868-8256

www.highlandparkcity.us

AUTHORITY: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

### I. Job Location

PROJECT NAME		SIDWELL NUMBER		HAS BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
NAME OF OWNER/AGENT		STREET ADDRESS AND JOB LOCATION (Street Number and Name)			
CITY	STATE	COUNTY	ZIP CODE		
City of Highland Park	Michigan	Wayne			

### II. Contractor / Homeowner Information

<b>A. HOMEOWNER INFORMATION</b>					
NAME			ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		
<b>B. CONTRACTOR INFORMATION</b>					
NAME / CONTRACTOR OF RECORD		COMPANY NAME		LICENSE NUMBER	
ADDRESS (Street Number and Name)		CITY	STATE	ZIP CODE	TELEPHONE NUMBER
OF HIGHLAND PARK LICENSE NUMBER		EXPIRATION DATE		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)			UIA NUMBER (or reason for exemption)		

### III. Type of job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> City Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

### IV. PLAN REVIEW REQUIRED

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

**Plans are not required for the following:**

1. One and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA and shall bear that architect's or engineer's signature and seal and signature.

City of Highland Park Project No. \_\_\_\_\_  Plans Not Required

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OFFICE OF ADMINISTRATIVE SERVICES

### V. APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	DATE

### HOMEOWNER AFFIDAVIT

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Highland Park Electrical Inspector. I will cooperate with the City of Highland Park Electrical Inspector and assume the responsibility to arrange for necessary inspections.

**FEE CLARIFICATIONS**

**#2, Residential Heating System:** This item is used for the installation of a heating system in a new residential structure. Items #10 Gas Piping and #18 Duct **WOULD NOT BE** charged. Replacement systems should be itemized.

**Items #14 and #15, Tanks:** A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

**VIII. Fee Chart—enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable) Service	\$50.00	1	\$50.00	23. Duct—minimum fee \$25.00	\$.010/ft		
2. Residential Heating System (Includes duct & pipe) New Building Only*	\$50.00			24. Heat Pumps: Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00			Air Handlers/Heat Wheels			
4. Boiler	\$30.00			25. Under 10,000 CFM	\$20.00		
5. Water Heater (gas piping & venting—direct replacement only)	\$5.00			26. Over 10,000 CFM	\$60.00		
6. Damper	\$5.00			27. Commercial Hoods	\$15.00		
7. Solid Fuel Equip. (Includes chimney)	\$30.00			28. Heat Recovery Units	\$10.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00			29. V.A.V. Boxes	\$10.00		
9. Solar; set of 3 panels—fluid transfer (Includes piping)	\$20.00			30. Unit Ventilators/PTAC Units	\$10.00		
10. Gas Piping: each opening—new installation (residential)	\$5.00			31. Unit Heaters (terminal units)	\$10.00		
11. Air Conditioning (includes split systems) RTU—Cooling Only	\$30.00			32. Fire Suppression/Protection (Includes piping) Minimum fee \$20.00	\$.75/head		
12. Heat Pumps/Geothermal (complete residential)	\$30.00			33. Coils (Heat/Cool)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$5.00			34. Refrigeration (split system)	\$30.00		
Tanks				35. Chiller	\$30.00		
14. Aboveground*** (other than LP)	\$20.00			36. Cooling Towers	\$30.00		
15. Aboveground Connection	\$20.00			37. Compressor/Condenser	\$30.00		
16. Underground*** (other than LP)	\$25.00			Inspections			
17. Underground Connection	\$25.00			38. Special Insp. (pertaining to sale of building)	\$50.00		
18. Humidifiers/Air Cleaners	\$10.00			39. Additional Inspection	\$50.00		
Piping (ALL Piping—minimum fee \$25.00)				40. Final Inspection	\$50.00	1	\$50.00
19. Fuel Gas Piping	\$.05/ft			Total Fee (Must include the \$50.00 non-refundable application and final inspection fee.)			
Process Piping	\$.05/ft						
Refrigeration Piping	\$.05/ft						
Exhausters	\$15.00						

\*See VII. Fee Clarification Item #2 above.

\*\*\*See VII. Fee Clarification Item #14 & #15 above.

**IX. Instructions for Completing Application**

Make checks payable to "The City of Highland Park"

General: Mechanical work shall not be started until the application for permit has been filed with the City of Highland Park. All installations shall be in conformance with the Michigan Mechanical 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.

Expiration of Permit: 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 the time of commencing with 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. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

# City of Highland Park

12050 Woodward Avenue, Highland Park 48203 313-252-0050 Ext. 209

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT OF BUILDING SAFETY

Issued: 09/01/11  
Expires: 02/28/12

**Mechanical**

Type of Construction: 5-B Occupancy Group: R-3 Square Footage: 1,200 Edition of Code: 2009 Michigan Mechanical

LOCATION	OWNER
52 PILGRIM Plat/Sub: 003-03-0735-000	CITY OF HIGHLAND PARK, TREASURER HIGHLAND PARK MI 48203 Ph.: 313-252-0050 FAX: 313-868-8256

Work Description: New Furnace, Ductwork

Stipulations:

Permit Item	Work Type	
APPLICATION FEE	PROCESSING FEE	50.00
CONTRACTOR / LICENSEE REG.	RANDAZZO MECHANICAL	15.00
NEW FURNACE	MECHANICAL PERMIT FEE	30.00
DUCTWORK	MECHANICAL PERMIT FEE	25.00
GAS PIPING	MECHANICAL PERMIT FEE	5.00
FINAL INSPECTION	MECHANICAL PERMIT FEE	50.00
TOTAL		\$175.00

This permit is granted in accordance with an application for a permit or plans now on file in this office, on the express condition that the said construction shall, in all respects, conform to the Ordinances and Building Code of the City of Highland Park, regarding the construction of buildings and may be revoked at any time upon the violation of any of the provisions of said ordinances or code, or of the above specifications.

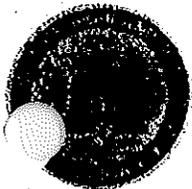
Plan Reviewer

Mechanical Inspector

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SEP 16 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES



**Plumbing Permit Application**  
 City of Highland Park  
 Community Development / Department of Building and Safety  
 12050 Woodward Avenue Highland Park, MI 48203  
 313-252-0052 Ext 209 FAX 313-868-8256  
 www.highlandparkcity.us

<b>AUTHORITY:</b>	1972 PA 230
<b>Completion:</b>	Mandatory to obtain permit
<b>Penalty:</b>	Permit cannot be issued

**I. Job Location**

PROJECT NAME		SIDWELL NUMBER		HAS BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
NAME OF OWNER/AGENT		STREET ADDRESS AND JOB LOCATION (Street Number and Name)			
CITY	STATE	COUNTY	ZIP CODE		
City of Highland Park	Michigan	Wayne			

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**II. Contractor / Homeowner Information**

**A. HOMEOWNER INFORMATION**

NAME		ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		

**B. PLUMBING CONTRACTOR INFORMATION**

NAME OF PLUMBING CONTRACTOR		ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		
CONTRACTOR LICENSE NUMBER	EXPIRATION DATE	CITY OF HIGHLAND CONTRACTOR REGISTRATION NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)			
UIA NUMBER (or reason for exemption)					
NAME OF MASTER PLUMBER		MASTER LICENSE NUMBER		EXPIRATION DATE	
BUSINESS / BRANCH ADDRESS					
CITY	STATE	ZIP CODE	TELEPHONE NUMBER		

BUREAU OF CONSTRUCTION CODES  
 OFFICE OF ADMINISTRATIVE SERVICES

**III. Type of job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> City Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. PLAN REVIEW REQUIRED**

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

**Plans are not required for the following:**

- One and two-family dwelling containing not more than 3,500 square feet of building area.
- Alterations and repair work determined by the plumbing official to be of a minor nature.
- Buildings with a required plumbing fixture count less than 12.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA and shall bear that architect's or engineer's signature and seal and signature.

C: Highland Park Project No. \_\_\_\_\_  Plans Not Required

APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

<b>SIGNATURE OF PLUMBING CONTRACTOR, MASTER PLUMBER, WATER TREATMENT INSTALLER OR HOMEOWNER (Homeowner signature)</b> Indicates compliance with Section VI. Homeowner Affidavit)	<b>DATE</b>
---	-------------

**HOMEOWNER AFFIDAVIT**

I hereby certify the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Highland Park Plumbing Inspector. I will cooperate with the City of Highland Park Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**VIIa. FEE CLARIFICATIONS**

**ITEM # 2, MOBIL HOME UNIT SITE:**

WHEN Item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, and a water service or water distribution pipe and a final inspection.

**VIIb. FEE CLARIFICATION**

<b>Item #3, Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:</b>			
Water Closets	Sink (any description)	Slop Sink	Drinking Fountain
Bath tub	Emergency Eye Wash	Bidet	Condensate Drain
Lavatories	Emergency Shower	Cuspidor	Washing Machine
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table
Urinal	Ice Making Machine		Bed Pan Washer
Autopsy	Water Connected Still		Water Softener
			Water Outlet or Connection to any Make-up Water Tank
			Water Outlet or Connection to Heating System
			Water Outlet or Connection to Filters
			Connection to Sprinkler System (Irrigation)
			Water Connection Sterilizer
			Water Connected to Dental Chair
			Water Connection to Carbonated Beverage Dispensers

**Item #25, Domestic Water Treatment and Filtering Equipment:** A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #25 for \$5.00 each and the appropriate water distribution pipe (system) size fee.

**VIII. Fee Chart—enter the number of items being installed, multiply by the unit price for total fee.**

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$50.00	1	\$50.00	<b>Water Distributing Pipe (system)</b>			
2. In-Home Park Site*	\$5.00 each			14. 3/4" Water Distribution Pipe	\$5.00		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each			15. 1" Water Distribution Pipe	\$10.00		
4. Stacks (soil, waste, vent and conductor)	\$3.00			16. 1-1/4" Water Distribution Pipe	\$15.00		
5. Sewage ejectors, sumps	\$5.00 each			17. 1-1/2" Water Distribution Pipe	\$20.00		
6. Sub-soll drains	\$5.00 each			18. 2" Water Distribution Pipe	\$25.00		
<b>Water Service</b>				19. Over 2" Water Distribution Pipe	\$30.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back-flow preventer	\$5.00 each		
8. 2" to 6"	\$25.00			21. Domestic water treatment and filtering equipment only**	\$5.00		
9. Over 6"	\$50.00			22. Medical Gas System	\$45.00		
10. Connection (bldg. drain-bldg. sewers)	\$5.00			23. Water Heater	\$5.00		
<b>Sewers (sanitary, storm or combined)</b>				<b>Inspections</b>			
11. Less than 6"	\$5.00			31. Special Inspection (pertaining to sale of building) (does not include an electrical service inspection)	\$50.00		
12. 6" and Over	\$25.00			32. Additional Inspection	\$50.00		
13. Manholes, Catch Basins	\$5.00			33. Final Inspection	\$50.00	1	\$50.00
				<b>Total Fee (Must include the \$50.00 non-refundable application and final inspection fee.)</b>			

\*See VIIa. Fee Clarification Item #2 on front

\*\*See VIIb. Fee Clarification #25 above.

**IX. Instructions for Completing Application**

Make checks payable to "The City of Highland Park"

**General:** Plumbing work shall not be started until the application for permit has been filed with the City of Highland Park. All installations shall be in conformance with the Michigan Plumbing 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.

**Expiration of Permit:** 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 the time of commencing with 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. THE

FE TO RE-OPEN A CLOSED PERMIT IS \$75.00

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ECONOMIC GROWTH

SEP 16 2011

# City of Highland Park

12050 Woodward Avenue, Highland Park 48203 313-252-0050 Ext. 209

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT OF BUILDING SAFETY

Issued: 09/01/11  
Expires: 02/28/12

### Plumbing

Type of Construction: 5-B Occupancy Group: R-3 Square Footage: 1,200 Edition of Code: 2009 Michigan Plumbing

LOCATION	OWNER
52 PILGRIM Plat/Sub: 003-03-0735-000	CITY OF HIGHLAND PARK, TREASURER HIGHLAND PARK MI 48203 Ph.: 313-252-0050 FAX: 313-868-8256

Work Description: New Water Service, New Bath

Stipulations:

Permit Item	Work Type	
APPLICATION FEE	PROCESSING FEE	50.00
CONTRACTOR / LICENSEE REG.	ROYAL OAK PLUMBING	15.00
WATER SERVICE, LESS THAN 2"	PLUMBING PERMIT FEE	5.00
FIXTURES, W.C., SINK, TUB	PLUMBING PERMIT FEE	15.00
STACK; SOIL, WASTE, VENT	PLUMBING PERMIT FEE	10.00
FINAL INSPECTION	PLUMBING PERMIT FEE	50.00
TOTAL		\$145.00

This permit is granted in accordance with an application for a permit or plans now on file in this office, on the express condition that the said construction shall, in all respects, conform to the Ordinances and Building Code of the City of Highland Park, regarding the construction of buildings and may be revoked at any time upon the violation of any of the provisions of said ordinances or code, or of the above specifications.

Plan Reviewer

Plumbing Inspector

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SEP 16 2011

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OFFICE OF ADMINISTRATIVE SERVICES



City Of Highland Park  
Engineering And Inspection Division  
12050 Woodward Avenue  
Highland Park, Mi 48203  
(313) 252-0050

### APPLICATION FOR THE ERECTION OF SIGNAGE

Instructions: The sign application must be typewritten or printed clearly in black or blue ink. All sign erectors are required to register as contractors with the City of Highland Park. Additional permits may be required as determined by this Division. Applications must be returned to the above address along with your **NONREFUNDABLE** certified check or money order and two (2) detailed sketches/plans of the sign related to this application.

PERMIT NUMBER: \_\_\_\_\_ CONTRACTOR REGISTRATION NUMBER: \_\_\_\_\_

#### SECTION 1: GENERAL INFORMATION

1. Name of Applicant/Sign Erector: \_\_\_\_\_
2. Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_
3. EIN/SS#: \_\_\_\_\_ License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
4. Type of sign erector: \_\_\_\_\_ General \_\_\_\_\_ Sign Specialist \_\_\_\_\_  
Other (Describe) \_\_\_\_\_
5. Owner of Sign: \_\_\_\_\_
6. Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

#### SECTION 2: INFORMATION THE SIGN

1. Location of building where sign will be installed: \_\_\_\_\_
2. Indicate the type of building frame sign will attach to: \_\_\_\_\_ Solid Masonry \_\_\_\_\_ Brick Veneer  
Other (please describe): \_\_\_\_\_
3. If sign will not be attached to a building, provide details: \_\_\_\_\_
4. Describe the sign to be installed: \_\_\_\_\_ Illuminated \_\_\_\_\_ Non-Illuminated \_\_\_\_\_ Horizontal \_\_\_\_\_ Vertical  
NOTE: If sign is illuminated, it must be installed by a sign specialist or a licensed electrician.

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SEP 16 2011



- 5. Length of sign: \_\_\_\_\_ Height: \_\_\_\_\_ Area in Square Feet: \_\_\_\_\_ Weight: \_\_\_\_\_
- 6. Sign will be secured by: \_\_\_\_\_ top lifts of: \_\_\_\_\_ chains \_\_\_\_\_ stranded cable \_\_\_\_\_ iron braces  
How Many?
- 7. Sign will be guyed on each side by: \_\_\_\_\_ side guys of: \_\_\_\_\_ chains \_\_\_\_\_ stranded cable \_\_\_\_\_ iron braces  
How Many?
- 8. How will the chain, stranded cable, or iron brace be secured to the building? \_\_\_\_\_
- 9. Will sign or guy wires obstruct fire escape or window or door leading thereto? \_\_\_\_\_
- 10. Lower edge of sign will be: \_\_\_\_\_ Feet above the \_\_\_\_\_ alley \_\_\_\_\_ street \_\_\_\_\_ Sidewalk \_\_\_\_\_ Roof
- 11. Inner edge will be \_\_\_\_\_ feet from the building wall; Outer edge will be \_\_\_\_\_
- 12. Distance from top of sign to ground/roof: \_\_\_\_\_ feet
- 13. What kind of material is used to construct the face of the sign? \_\_\_\_\_
- 14. How many signs are currently attached to the building? Indicate number and type: \_\_\_\_\_
- 15. Projection from building: \_\_\_\_\_ Projection from Lot line: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3: FEES**

Each non-illuminated sign is \$75.00 if it is not related to a business license.  
Each illuminated sign is \$100.00.

**SECTION 4: CERTIFICATION**

It is hereby agreed that if this application is granted and a permit is issued, the applicant will conform to all ordinances of the City of Highland Park regulating signs.

\_\_\_\_\_  
Signature Date

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
Clerk Signature Date

\_\_\_\_\_  
Authorized Signature Date

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ECONOMIC GROWTH

SEP 16 2011

**BUREAU OF CONSTRUCTION CODES**  
OFFICE OF ADMINISTRATIVE SERVICES

City of Highland Park  
12050 Woodward Avenue  
Highland Park, MI 48203  
313-252-0052  
(313) 868-8256 Facsimile

**CONTRACTOR REGISTRATION**

License Issued To: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Workers Comp Ins. Carrier (or reason for exemption): \_\_\_\_\_

MESC Employer # (or reason for exemption): \_\_\_\_\_

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OFFICE OF ADMINISTRATIVE SERVICES

**FOR BUILDING & SIGN CONTRACTORS ONLY:**

Authorized Signatures – please print (only the contractor and the following names will be allowed to obtain permits):

\_\_\_\_\_  
\_\_\_\_\_

**FOR ELECTRICAL, PLUMBING & SIGN CONTRACTORS ONLY:**

Master/Specialist authorized to obtain permits – please print (copy of master's/specialist's license(s) must be attached)

Name: \_\_\_\_\_ Master/Specialist License #: \_\_\_\_\_

Please be advised that the State of Michigan licensing regulations allow only licensed Electrical/Plumbing Contractors and Authorized Master to obtain Electrical/Plumbing permits.

I, the undersigned, hereby certify that the information herein is true and correct to the best of my knowledge.

Signature of Licensee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
has signed this letter in front of a Notary Public whose stamp and signature is also on this letter.

Office Use Only:  
Reg. # \_\_\_\_\_  
Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Driver License Verified   
Initials: \_\_\_\_\_

Subscribed and sworn to me on this  
\_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My commission expires: \_\_\_\_\_

**Did you remember to include:**

- Copy of driver's license, current contractor's license, and current masters/specialist license(s)
- Registration fee (see fee schedule)
- Signature of licensee (contractor) on this form (must be notarized if form is not being submitted in person by contractor)

**Fee Schedule:**

- Mechanical Contractor.....\$15.00 until end of license
- Electrical Contractor.....\$15.00 until end of license
- Plumbing Contractor.....\$15.00 until end of license
- Fire Alarm Contractor.....\$00.00 until end of license
- Sign Contractor.....\$35.00 until end of year
- Sign Specialist.....\$00.00 until end of year
- Building Contractor.....\$35.00 until end of license

**City of Highland Park  
FIRE ALARM FEE SCHEDULE**

1. **Alarm Systems only:**
  - a. Building area less than 12,000 sq. ft. .... \$265.00
  - b. Building area less than 25,000 sq. ft. .... \$355.00
  - c. Building area less than 50,000 sq. ft. .... \$455.00
  - d. Building area less than or equal to 100,000 sq. ft. .... \$620.00
  - e. Building area more than 100,000 sq. ft. .... \$620.00
    - i. PLUS per 1,000 sq. ft. over 100,000 ..... \$3.00
  - f. Installation of central station supervision of existing suppression system \$225.00
  - g. Modification of less than six (6) detectors of an existing system ..... \$150.00
  - h. Multi-story - each floor above the first, one half the original fee
2. **Fire Alarm Re-inspection Fee:** ..... \$75.00
3. **Safety and Special Inspections:**
  - a. Per inspector, per hour (one hour minimum) ..... \$75.00
4. **Cancellation of Permit:** Refund all permit monies EXCEPT:  
25% of Permit Fee, PLUS \$75.00 per Inspection, PLUS Plan Review Fees
5. **Plan Review and Other Miscellaneous Fees:**
  - a. Plan review by city employees shall be 15% of the Building Plan Review fee or \$150.00 minimum.
  - b. By city employees - hourly rate ..... \$75.00
  - c. By private consultants (payments to be made in advance) 1.5 times actual cost
6. **Contractor Registration and Licenses:** All contractors shall register their license with the City of Highland Park before work is commenced. Registration shall be renewed each license year. The fee shall not be prorated.
  - a. Fire Alarm Contractor Registration ..... \$20.00

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Page 1 of 1

City of Highland Park  
FIRE PROTECTION FEES

1. **Suppression System With or Without Alarm:**

- a. Modification of Less than 6 Heads of an Existing System .....\$155.00
- b. Limited Area Suppression System.....\$155.00
- c. Building Area **Less Than** 25,000 sq. ft..... \$410.00
- d. Building Area **Less Than** 50,000 sq. ft.....\$525.00
- e. Building Area **Less Than or Equal To** 100,000 sq. ft.....\$715.00
- f. Building Area **More Than** 100,000 sq. ft. ....\$715.00
  - i. **PLUS** per 1,000 sq. ft. over the first 100,000 sq. ft. .... \$ 3.00
- g. Special and Safety Inspections:
  - i. Per inspector, per hour (one hour minimum).....\$75.00
- h. Flushing, each .....\$75.00
- i. Multi-Story - Each Floor Above First..... one half the Original Fee
- j. Fire Pump.....\$200.00
- k. Kitchen Hood Systems.....\$300.00
- l. Special Hazard .....\$300.00

2. **Necessity of Plumbing Permit:** Where a connection to a domestic water supply is to be made or where modifications to the domestic water supply are made, a **separate** Plumbing Permit shall be obtained by a **Licensed Plumbing Contractor**.

3. **Plan Review and Other Miscellaneous Fees:**

- a. Plan review by city employees shall be 15% of the Building Plan Review fee or \$ 150.00 minimum.
- b. By city employees - hourly rate.....\$75.00
- c. By private consultants (payments to be made in advance) 1.5 times actual cost

4. **Refund:** When installation has not occurred, all monies shall be returned **EXCEPT:**  
25% of Permit Fee **PLUS** \$75.00 per Inspection **PLUS** Plan Review Fees

5. **Suppression System Installers License:**

- a. Registration (Renewed each license year) .....\$15.00  
This fee shall not be prorated

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**CITY OF HIGHLAND PARK**  
**COMMUNITY AND ECONOMIC DEVELOPMENT**  
**DEPARTMENT OF BUILDING AND SAFETY**

12050 WOODWARD AVENUE  
HIGHLAND PARK, MI. 48203  
(313) 252-0050 (313) 252-0050 Fax

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**Permit No.:** BP-1-2011      **Date:** 9/1/2011

**Address:** 52 PILGRIM

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Type of Construction: 5-B    Occupancy Group: R-3    Square Footage: 1,200    Edition of Code: 2009 Michigan Residential

**THIS CARD SHALL BE DISPLAYED ON BUILDING**  
(PLEASE PLACE THIS SIDE OF CARD FACING TOWARD OUTSIDE)

**THIS PERMIT SUBJECT TO BUILDING RESTRICTIONS ON SAID PROPERTY**

The construction of this building other than in accordance with the provisions of this permit is a violation of the building ordinance.

INSPECTION REQUEST MUST BE MADE FOR EACH OF THE FOLLOWING THREE STAGES OF CONSTRUCTION. PLEASE CALL **(313) 252-0050** 24 HOURS IN ADVANCE.

**FOUNDATION:** Inspection of footings, basement walls, drain tile and waterproofing prior to backfilling (Inspection of inside drain tile required).

**ROUGH FRAME:** Inspection of all walls, floors, ceilings, partitions, roof and structural members prior to any lathing, plastering or finishing.

**NOTE:** Plumbing, Electrical and Warm Air Heating Stacks must be inspected and approved before requesting rough frame inspection. **(SEPARATE PERMITS REQUIRED)**

**FINAL:** Inspection when building is completed and prior to occupancy.

**NOTICE: THE BUILDING SHALL NOT BE OCCUPIED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

\_\_\_\_\_  
Robert A. Hudson, Building Official

**CITY OF HIGHLAND PARK DEPARTMENT OF BUILDING AND SAFETY**

# CITY OF HIGHLAND PARK

## COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT OF BUILDING AND SAFETY

12050 WOODWARD AVENUE  
HIGHLAND PARK, MI. 48203  
(313) 252-0050 (313) 252-0050 Fax

**THIS CARD SHALL BE DISPLAYED ON BUILDING.**  
(PLEASE PLACE THIS SIDE OF CARD FACING INSIDE BUILDING)

Type of Construction: 5-B Occupancy Group: R-3 Square Footage: 1,200 Edition of Code: 2009 Michigan Residential

**This Permit Subject To Building and Zoning Restrictions On Said Property.**

The construction of this building other than in accordance with the provisions of this permit is a violation of the building ordinance.

**PLEASE CALL FOR INSPECTION 24 HOURS IN ADVANCE.**

Please use the inspection request hotline (313) 252-0050 or you may fax your request (313) 868-8256.

**REQUESTS MUST BE RECEIVED BY 3:00 p.m. FOR INSPECTION THE FOLLOWING DAY.**

**INSPECTION APPROVALS – FOR BUILDING DEPARTMENT USE ONLY**

INSPECTION	DATE	INSPECTOR	COMMENTS
Footings			
Backfill (basements)			
Attached garage footings			
Underground electrical			
Underground plumbing			
Basement drainage (gravel)			
Sand (cement slab on grade)			
Open joist (crawl space, sleepers and dormers)			
Rough mechanical (not necessarily in this order)			<b>RECEIVED</b> DEPT. OF LABOR & ECONOMIC GROWTH
Electrical			
Heating			SEP 16 2011
Plumbing			
Rough framing			
Insulation			BUREAU OF CONSTRUCTION CODES OFFICE OF ADMINISTRATIVE SERVICES
Drywall/screw & nail pattern			
Final mechanical			
Final electrical			
Final plumbing			
Final building			

**\* Special inspections may be required at the discretion of the inspectors \***











# CITY OF HIGHLAND PARK

12050 Woodward Avenue

Highland Park, MI 48203

## INSPECTION REQUEST FAX FORM

Department Phone: (313) 252-0050

Inspection Address: \_\_\_\_\_

Rough

Final

Inspector: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Electrical

Footing

Ceiling

Backfill

In Wall

Foundation

Gas Piping

Slab

Mechanical

Frame

Plumbing

Insulation

Sewer

Drywall

Underground

Windows

Water

Open Roof

Misc. \_\_\_\_\_

Final Roof

Zoning

Final Windows

Fence

Final Siding

Pool

Final New House for C of O

Insp. Date: \_\_ / \_\_ / 2011

AM

PM

Monday

Tuesday

Wednesday

Thursday

Friday

Permit Holder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Best Daytime Telephone Number: (     )     --

Box # \_\_\_\_\_

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OFFICE OF ADMINISTRATIVE SERVICES



**Certificate of Occupancy Request**  
 City of Highland Park  
 Building and Safety Department  
 12050 Woodward Avenue Highland Park, MI 48203  
 Telephone: 313-252-0050 / Fax: 313-868-8256

Authority: 1972 PA 239 Completion: Voluntary Penalty: Certificate of Occupancy will not be issued	
---	--

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number and the Bureau of Fire Services project number (for Schools only).

**A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.**

If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required write "not applicable" on the request form in the appropriate space.

BUILDING PERMIT NO.	ELECTRICAL PERMIT NO.
MECHANICAL PERMIT NO.	PLUMBING PERMIT NO.
BOILER PERMIT NO.	ELEVATOR PERMIT NO.
PLAN REVIEW SUBMISSION NO. (If Applicable)	BUREAU OF FIRE SERVICES PROJECT NO. (If Applicable)
PERMIT APPLICANT'S ADDRESS	JOB LOCATION
APPLICANT'S SIGNATURE	DATE
TELEPHONE NUMBER (8:00 AM - 5:00 PM) (Include Area Code)	

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**BUREAU OF CONSTRUCTION CODES**  
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# City of Highland Park

12050 Woodward Avenue  
Highland Park, MI 48203  
313-252-0050

## CERTIFICATE OF OCCUPANCY

DATE ISSUED: \_\_\_\_\_ CERTIFICATE NO: \_\_\_\_\_

In accordance with Section 110.2 of the 2009 Michigan Building Code, effective March 9, 2011

This is to certify that the  land  building

Located at: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Located in district zoned: \_\_\_\_\_ and may be:  used  occupied for the following purpose: \_\_\_\_\_

The \_\_\_\_\_ has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.

Building Permit No.: \_\_\_\_\_ Automatic Sprinkler System Provided:  Yes  No  Required

New Building  Existing Building Use Group: \_\_\_\_\_ Minimum Live Load: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

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Robert A. Hudson  
Building Official

MUST BE POSTED IN A CONSPICUOUS LOCATION



**City of Highland Park  
FREEDOM OF INFORMATION REQUEST FORM**

Your Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Daytime Telephone Number ( ) \_\_\_\_\_

The following public record(s) is/are requested. (Please describe the record(s) as specifically as possible)

\_\_\_\_\_

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*I have requested a copy of records pursuant to FOIA. I understand that the City must respond to my request within five (5) business days after receiving it, except that the City may extend the period for an additional ten (10) business days. Additionally, I understand that I will have to pay for the materials before they will be released to me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*FOR CITY OF HIGHLAND PARK USE ONLY*

LABOR Hours ( ) X Rate (\$ ) =	\$ _____
<small>(Equal to hours x hourly rate of lowest clerk capable of performing required labor)</small>	
PHOTOCOPIES (\$5.00 for the first page; \$0.32 per additional page: Number of pages ( )	\$ _____
PHOTOS (\$5.00/ea)/AUDIO TAPE (\$25.00/ea)/DVD/VIDEO (\$30.00/ea)	\$ _____
POSTAGE (if applicable)	\$ _____
TOTAL	\$ _____
LESS DEPOSIT (if any)	\$ _____
BALANCE DUE	\$ _____

Processed By \_\_\_\_\_ Date \_\_\_\_\_

SEP 16 2011<sup>33</sup>

**Application for Barrier Free Design Rule Exception**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Plan Review Division  
P.O. Box 30255, Lansing, MI 48909  
517-241-9328  
www.michigan.gov/bcc

**BUREAU OF CONSTRUCTION CODES**  
**OFFICE OF ADMINISTRATIVE SERVICES**  
Agency Use Only

**Application Fee: \$300.00**

Authority: 1966 PA 1 Completion: Mandatory Penalty: Exception will not be granted	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
---	--

The Barrier Free Design Board has no authority over the federal standards contained in the Americans with Disabilities Act of 1990, 42 U.S.C. 12204.

**Note: The applicant is responsible for all fees applicable to this application.**

<b>FACILITY INFORMATION</b>				
FACILITY NAME			STREET / SITE ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township   Of: _____				COUNTY
Estimated Project Cost \$			Estimated Cost of Compliance \$	
<b>BUILDING PERMIT (To be completed by the administrative authority responsible for issuing the building permit for this project)</b>				
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use			Building Permit / File Number _____	
Is a Temporary Exception Requested? <input type="checkbox"/> No <input type="checkbox"/> Yes		PERIOD OF TIME REQUESTED?	USE GROUP	CONSTRUCTION TYPE
Project Does Not Comply With Barrier Free Design Requirements As Follows:				
Michigan Building Code Section(s)				
Reason for Non-Compliance				
ENFORCING AGENCY		BUILDING OFFICIAL NAME		REGISTRATION NUMBER
ADDRESS	CITY	STATE <b>MI</b>	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDING OFFICIAL SIGNATURE (Must be an original signature)		DATE	E-MAIL ADDRESS	FAX NUMBER (Include Area Code)
<b>PROJECT ARCHITECT / ENGINEER (When professional services are required by code or law)</b>				
COMPANY NAME		LICENSED INDIVIDUAL		MICHIGAN LICENSE NUMBER
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
<b>APPLICANT (Note: All correspondence will be sent to this address)</b>				
COMPANY NAME		APPLICANT NAME		FEIN OR SS NO.* (Required)
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
I certify the proposed work is authorized by the owner of record. I agree to conform to all applicable laws of the state of Michigan and all information submitted is accurate to the best of my knowledge.				FAX NUMBER (Include Area Code)
APPLICANT SIGNATURE (Must be an original signature)			DATE	

\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act

## Instructions for Application For Barrier Free Design Rule Exception

**Facility Information:** Provide all requested information. Mark the appropriate box (city, village or township) and state the name of the governmental subdivision where the project is located; not the post office location.

**Building Permit:** This section must be completed and signed with an original signature by the administrative authority responsible for issuing the building permit for this project. If this application is the result of a violation, previous exception, complaint or plan review by the State of Michigan, provide the appropriate permit or file number. List the reasons why an exception should be granted indicating all relative information pertaining to your request; e.g. structural difficulties, site conditions, reasonable alternative.

**Project Architect/Engineer:** A complete mailing address for the architect or engineer working on this project shall be entered. The services of an architect or engineer are required when compelling need is based on site, building or structural limitations.

**Applicant:** Provide all requested information as all correspondence will be sent to this address. Sign with an original signature and date certifying that all submitted information is accurate.

### Required Submittals for Exception Process

For each separate exception, submit completed application, \$300.00 application fee made payable to the **State of Michigan** and one (1) set of drawings or dimensioned sketches showing the area for the requested exception, the surrounding site, interior layout and any structural features that support the request. Plans and specifications shall have an **original seal and signature** in accordance with 1980 PA 299. For use group changes not involving construction, plans are not required to be sealed and signed.

### Upon Receipt of All Applications

A written acknowledgment will be sent to all parties listing the code sections that will be the basis for the detailed testimony at the hearing.

Under separate cover, the State Office of Administrative Hearings and Rules will send a notice regarding the date, time and place of the hearing. The Office of Hearings will conduct a fact-finding hearing in accordance with the Michigan Administrative Procedures Act. From this hearing, a report and recommendation will be forwarded to the Barrier Free Design Board for final action.

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#### U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Plan Review Division  
Box 30255  
Harris Drive  
Lansing, MI 48909

#### Courier Other Than U.S. Postal Service

MI Dept. of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
Plan Review Division  
2501 Woodlake Circle  
Okemos, MI 48864

Validation Area

## REQUIREMENTS FOR A CONSTRUCTION BOARD OF APPEALS

The City of Highland Park is establishing and maintaining a Construction Board of Appeals as required in accordance with Section 14 of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230. Attached is a proposed ordinance assuming responsibility for administration and enforcement of the act and the code.

The Construction Board of Appeals will consist of 4 members.

Jeffrey Harrison	Architect	BCS License	#1301053767
James Busha	Professional Engineer	BCS License	#6201044384
Charles R. Scales Jr.	Professional Engineer	BCS License	#6201017273
Sidney W. Cobb	Architect	BCS License	#1301016751

The Construction Board of Appeals will hear appeals related to variance requests to the State of Michigan Building, Electrical, Mechanical and Plumbing codes.

### *The procedures for the Board of Appeals are as follows*

An interested person may appeal a decision of the enforcing agency to the board of appeals in accordance with the act.

An application for an appeal should be based on:

- 1) A claim that the true intent of the code or the rules governing construction has been incorrectly interpreted.
- 2) The provisions of the code do not apply.
- 3) An equal or better form of construction is proposed.

The decision of a local board of appeals may be appealed to the construction code commission in accordance with the act and time frames.

Exception: Requests for barrier free design exception shall be in accordance with 1966 PA 1, MCL 125.1351 to 125.1356.

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- vi. Type of construction as defined by local building codes.
  - vii. A summary in writing including the Code Section Number for the requested variance.
  - viii. A completed application for the Construction Board of Appeals.
  - ix. Any other information that they feel is relevant to their case.
  - x. Payment of the application fee.
2. Once the Building Official receives the application he should schedule a meeting of the Board of Appeals as soon as possible. The Act requires that appeals be heard and a decision rendered and filed with a statement of reasons for the decision, not more than 30 days after submission of the appeal. Proper notice must be distributed to interested parties, the hearing held, and the decision delivered within those 30 days.
  3. The building official shall create a public notice announcing the meeting. It should include the Date, Time, and Location of the meeting and the purpose of the meeting. The notice shall be hand delivered or mailed by first class mail to the applicant and anyone else listed on the application; architect, engineer, contractor. The notice shall be posted in a location that is visible to the public 24-hours a day, 10-days prior to the meeting. It should be posted in multiple locations if possible; local cable channel, city website, local newspaper etc.
  4. The meeting and notices should comply with the open meetings act and will be conducted following Roberts Rules of Order.
  5. Detailed minutes of the meetings will be kept.
    - a. Detailing; time, date, location of the meeting.
    - b. Names of the members of the Board that are present and members that are absent. Whether there is a Quorum present.
    - c. Details of the applicants appeal, including the code sections that they are appealing, all documents, drawings and testimony.
    - d. Names of all individuals that testify during the meeting.
    - e. Exact language of any motions that are made and name of the individual that made the motion, the name of the individual that seconded the motion.
    - f. The roll call of the vote and whether the motion was approved or disapproved.
    - g. If the motion is approved and a variance to the code is granted, a list of any stipulations or conditions that are attached to the variance approval. Reasons that the Board members approved the variance.
    - h. If the variance is not approved, reasons for the denial.
    - i. Draft or proposed minutes are to be available for public inspection not more than 8 business days after the meeting to which the minutes refer.

- j. Approved minutes shall be available for public inspection not later than 5 business days after the meeting at which the minute are approved by the public body.
6. The decision of a local board of appeals may be appealed to the construction code commission in accordance with the act and time frames.
7. Exception: Requests for barrier free design exception shall be in accordance with 1966 PA 1, MCL 125.1351 to 125.1356.

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**BUREAU OF CONSTRUCTION CODES**  
**OFFICE OF ADMINISTRATIVE SERVICES**

CITY OF HIGHLAND PARK, MICHIGAN CONSTRUCTION BOARD OF APPEALS PROCEDURES

1. **Application for appeal:** Any person shall have the right to appeal a decision of the code official to the Construction Board of Appeals. An application for appeal shall be based on a claim that the true intent of the City of Highland Park's codes and ordinances legally adopted there under have been incorrectly interpreted, the provisions of the codes and ordinances do not apply, or an equivalent form of construction is to be used.
2. **Membership on Construction board of Appeals:** The Construction Board of Appeals shall consist of four members, one of whom shall be an ex-officio member. The board shall be nominated by the Mayor and appointed by City Council as follows: one for five years, one for four years, one for three years and one for two years. Thereafter, each new member shall serve five years or until a successor has been appointed.
3. **Qualifications of the members of the Construction Board of Appeals:** The Construction Board of Appeals shall consist of four individuals from one of the following professions or disciplines:
  - a. *Registered design professional* who is a registered architect, or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of work.
  - b. *Registered design professional* with structural engineering or architectural experience.
  - c. *Registered design professional* with mechanical or plumbing engineering experience, or a mechanical or plumbing contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
  - d. *Registered design professional* with electrical engineering experience, or an electrical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
  - e. *Registered design professional* with fire protection engineering experience, or a fire protection contractor with at least ten years' experience, five of which shall have been in responsible charge of work.

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Application for Construction Code Appeals  
CITY OF HIGHLAND PARK  
12050 Woodward Avenue  
Highland Park, MI 48203  
313-352-0052

**BUREAU OF CONSTRUCTION CODES**  
**OFFICE OF ADMINISTRATIVE SERVICES**  
Agency Use Only

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Application Fee: \$250.00

Authority: 1972 PA 230  
Completion: Voluntary  
Penalty: Appeal will not be heard

Note: The applicant is responsible for all fees applicable to this application.

**FACILITY INFORMATION**

FACILITY NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED			
<input type="checkbox"/> City	<input type="checkbox"/> Village	<input type="checkbox"/> Township	Of: HIGHLAND PARK
COUNTY			

**BUILDING DATA**

GROSS FLOOR AREA			
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
CLASSIFICATION PER BUILDING CODE			
Building Use	Construction Type	No. of Occupants	Area/Floor
			No. of Floors

**PERMIT HOLDER**

NAME (Company or Individual)		CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)	
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)	

**BUILDING OWNER**

NAME (Company or Individual)		CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)	
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)	

**BUILDING PERMIT AUTHORITY**

ENFORCING AGENCY		BUILDING OFFICIAL NAME		TELEPHONE NUMBER (Include Area Code)	
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)	
		MI			

**SUMMARY OF APPEAL**

CODE UNDER WHICH APPEAL IS SOUGHT	
<input type="checkbox"/> Building (141)	<input type="checkbox"/> Electrical (116)
<input type="checkbox"/> Mechanical (131)	<input type="checkbox"/> Plumbing (99)
CODE SECTION(S)	Provide copies of the following as appropriate (see instructions for number of copies):
DESIRED RELIEF (State Briefly)	
BASIS OF APPEAL (State Briefly)	
<input type="checkbox"/> Statement of Facts and Reasoning <input type="checkbox"/> Plans showing proposed changes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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

NAME OF COMPANY		APPLICANT NAME		EMAIL ADDRESS	
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	
APPLICANT SIGNATURE (Must be an original signature)		DATE		FAX NUMBER (Include Area Code)	

**Instructions for Application for Construction Board of Appeals**

**Facility Information:** Provide all information requested.

**Building Data:** Provide all information requested from the building permit or plan review.

**Permit Holder:** Provide the information requested for the entity named on the permit.

**Building Owner:** Provide the information requested for the entity that owns the building, which is the subject of the appeal.

**Building Permit Authority:** Provide all information requested for the enforcing agency.

**Summary of Appeal:** Code; provide the code under which an appeal is sought. Code Section(s); provide the code section(s) that are the subject of the appeal. Desired Relief; describe the remedy being sought. Basis of Appeal; provide a brief statement why the requested remedy should be granted. Provide Copies; provide copies of the documents as listed below:

Building Code - 8 copies  
Electrical Code - 8 copies  
Mechanical Code - 8 copies  
Plumbing Code - 8 copies

**Applicant:** Provide all information requested.

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OFFICE OF ADMINISTRATIVE SERVICES**

City of Highland Park  
Building and Safety Department  
12050 Woodward Avenue  
Highland Park, MI 48203

Validation Area

# City of Highland Park

12050 Woodward Avenue  
Highland Park, MI 48203  
(313) 252-0050

## Special Notice

### Construction Board of Appeals

*Geoffrey Harrison, James Busha, Charles R. Scales Jr. Sidney W. Cobb*

---

Wednesday, August 7, 2011

10:00 AM

12050 Woodward Avenue

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#### NOTICE OF SPECIAL MEETING CITY OF HIGHLAND PARK

In compliance with the provisions of Act No. 267 of the Public Acts of 1976, the Open Meetings Act as amended, NOTICE IS HEREBY GIVEN THAT

#### THE CITY OF HIGHLAND PARK CONSTRUCTION BOARD OF APPEALS

has scheduled a Special Meeting for Wednesday, August 7, 2011  
at 10:00 AM Michigan Time  
at the City of Highland Park Robert B. Blackwell Municipal Offices  
12050 Woodward Avenue, Highland Park, Michigan 48203

The purpose of the Special Meeting is to consider an appeal of the 2009 Michigan Building Code submitted by Applicant, Address of Structure Location requesting the Variance.

The Official Minutes of the Construction Board of Appeals meeting are on file in the City Clerk's Office and the approved Minutes shall be available for public inspection no later than 5 business days after the meeting at which the minutes are approved by the Construction Board of Appeals.

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Mattie P. Carter, City Clerk,

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's Office at 313-252-0050 at least 48 hours prior to the meeting.

Posted August 4, 2011 - 3:00 PM: Robert B. Blackwell Municipal Office and City Web Page

City of Highland Park  
12050 Woodward Avenue  
Highland Park, MI 48203

## Minutes Construction Board of Appeals

### Board Members

Geoffrey Harrison, James Busha, Charles R. Scales Jr., Sidney W. Cobb

### Meeting

Date

Time

Location

Minutes of the City of Highland Park Construction Board of Appeals Meeting

CALL TO ORDER

ROLL CALL

DETERMINATION OF A QUORUM

ANNOUNCEMENTS/COMMUNICATIONS

NEW BUSINESS

Election of Chairperson

Election of Vice Chairperson

CONSTRUCTION BOARD OF APPEALS PUBLIC HEARING

Location of Structure

Request by Applicant

Applicant Information

Chairperson states the variance request for the record.

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Chairperson requests that City Staff provide a summary of their position.

Chairperson asks for a review of the variances requested and where they occur.

Chairperson asks the applicant or their representative to present their case.

Discussion of the details relevant to the code.

A member of the board may make a motion if they believe that a variance meets the criteria outlined in the Stille-DeRossett-Hale Single Construction Code Act of 1972 PA 230.

The Chairperson asks for a vote of the members of the Construction Board of Appeals.

If a quorum is in place, a majority vote approves the variance request.

If a quorum is in place and there is not a majority approval, the variance request is denied.

If there is no motion made by a member of the board, the variance request is denied.

The Board may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state.

ANY OTHER BUSINESS

ADJOURNMENT

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Building Permit	Bldg Permit Fee	to \$1,000 (Includes one inspection only)	\$75.00
Building	Building Permit	Bldg Permit Fee	\$1,000 to \$10,000	\$75.00 plus \$10 per \$1,000 over \$1,000
Building	Building Permit	Bldg Permit Fee	\$10,001 to \$100,000	\$165.00 plus \$3 per \$1,000 over \$10,000
Building	Building Permit	Bldg Permit Fee	\$100,001 to \$500,000	\$435.00 plus \$2 per \$1,000 over \$100,000
Building	Building Permit	Bldg Permit Fee	\$500,001 plus	\$1,235.00 plus \$3 per \$1,000 over \$500,000
Building	Building Permit	All work not involving a square foot computation	Plan review and administration fee	\$75.00 plus \$50.00 per inspection
Building	Building Permit	Additional Inspections	Per Hour or fraction thereof	\$75.00
Building	Building Permit	Special Inspection	Pertaining to sale of building	\$100.00
Building	Building Permit	Demolition	Plan review and administration fee	\$75.00 plus \$0.05 per square foot of structure.
Building	Building Permit	Certificate of Occupancy		\$50.00
Building	Building Contractor	Registration	1 Year	\$35.00
Building	Building Contractor	Registration	2 Years	\$70.00
Building	Building Contractor	Registration	3 Years	\$105.00
Building	Building Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table	\$0 - \$500,000 The first \$100.00 of an application is non-refundable	\$ 0.0013 of building valuation but not less than \$100.00
Building	Building Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table	Over \$500,000 The first \$100.00 of an application is non-refundable	\$650.00 plus 0.00013 of building valuation over \$500,000
Building	Building Plan Review	Alterations and Remodeling	No Square Footage calculations are available	\$125.00 per hour - 1 hour minimum billed to the nearest half hour
Building	Consulting Services			\$125.00 per hour - 1 hour minimum billed to the nearest half hour
Building	Building Code Construction Board of Appeals	Application Fee		\$250.00
Building	Electrical Permit	Non-refundable Application Fee		\$50.00
Building	Electrical Permit	Service	Through 200 Amp	\$10.00
Building	Electrical Permit	Service	Over 200 Amp thru 600 Amp	\$15.00
Building	Electrical Permit	Service	Over 600 Amp thru 800 Amp	\$20.00
Building	Electrical Permit	Service	Over 800 Amp thru 1200	\$25.00
Building	Electrical Permit	Service	Over 1200 Amp (GFCI only)	\$50.00
Building	Electrical Permit		Circuits	\$5.00
Building	Electrical Permit		Lighting Fixtures - per 25	\$6.00
Building	Electrical Permit		Dishwasher	\$5.00
Building	Electrical Permit		Furnace - Unit Heater	\$5.00
Building	Electrical Permit		Electrical - Heating Units (baseboard)	\$4.00
Building	Electrical Permit		Power Outlets (ranges, dryers, etc.	\$7.00
Building	Electrical Permit	Signs	Unit	\$10.00
Building	Electrical Permit	Signs	Letter	\$15.00
Building	Electrical Permit	Signs	Neon - each 25 feet	\$20.00
Building	Electrical Permit		Feeders - Bus Ducts, etc. - per 50'	\$6.00
Building	Electrical Permit		Recreational Vehicle Park Site	\$4.00
Building	Electrical Permit	K.V.A. and H.P.	Units up to 20	\$6.00
Building	Electrical Permit	K.V.A. and H.P.	Units 21 to 50 K.V.A. or H.P. or H.P.	\$10.00

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Electrical Permit	K.V.A. and H.P.	Units 51 K.V.A. or H.P. and over	\$12.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	Up to 10 devices	\$50.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	11 to 20 devices	\$100.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	Over 20 devices	\$5.00 each
Building	Electrical Permit	Data / Telecommunication Outlets*	1 to 19 devices	\$5.00 each
Building	Electrical Permit	Data / Telecommunication Outlets*	20 to 300 devices	\$100.00
Building	Electrical Permit	Data / Telecommunication Outlets*	Over 300 devices	\$300.00
Building	Electrical Permit	Energy Management Temp. Control	Energy Retrofit - Temp. Control	\$45.00
Building	Electrical Permit	Energy Management Temp. Control	Circuits - Energy Management	\$5.00 each
Building	Electrical Permit		Conduit only or grounding only	\$45.00
Building	Electrical Permit	Inspections	Special Insp. (pertaining to sale of building) (does not include an electrical service inspection)	\$50.00
Building	Electrical Permit	Inspections	Additional Inspection	\$50.00
Building	Electrical Permit	Inspections	Final Inspection	\$50.00
Building	Electrical Permit		Certification Fee**	\$20.00
Building	Electrical Contractor	Registration		\$35.00
Building	Electrical Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Electrical Code Construction Board of Appeals	Application Fee		\$250.00
Building	Mechanical Permit	Non-refundable Application Fee		\$50.00
Building	Mechanical Permit		Residential Heating System (includes duct and pipe) New Building Only*	\$50.00
Building	Mechanical Permit		Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00
Building	Mechanical Permit		Boiler	\$30.00
Building	Mechanical Permit		Water Heater (gas piping and venting - direct replacement only)	\$5.00
Building	Mechanical Permit		Damper	\$5.00
Building	Mechanical Permit		Solid Fuel Equip. (includes chimney)	\$30.00
Building	Mechanical Permit		Gas Burning Fireplace	\$30.00
Building	Mechanical Permit		Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00
Building	Mechanical Permit		Solar; set of 3 panels - fluid transfer (includes piping)	\$20.00
Building	Mechanical Permit		Gas Piping; each opening - new installation (residential)	\$5.00
Building	Mechanical Permit		Air Conditioning (includes split systems) RTU - Cooling Only	\$30.00

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Mechanical Permit		Heat Pumps / Geotherman (complete residential)	\$30.00
Building	Mechanical Permit		Dryer, Bath and Kitchen Exhaust	\$5.00
Building	Mechanical Permit	Tanks	Aboveground*** (other than L.P.)	\$20.00
Building	Mechanical Permit	Tanks	Aboveground Connection	\$20.00
Building	Mechanical Permit	Tanks	Underground*** (other than L.P.)	\$25.00
Building	Mechanical Permit	Tanks	Underground Connection	\$25.00
Building	Mechanical Permit		Humidifiers / Air Cleaners	\$10.00
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Fuel Gas Piping	\$.05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Process Piping	\$.05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Hydronic	\$.05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Refridgeration Piping	\$.05 / ft
Building	Mechanical Permit		Exhausters	\$15.00
Building	Mechanical Permit		Duct - minimum fee \$25.00	\$.10 / ft
Building	Mechanical Permit		Heat Pumps; Commercial (pipe not included)	\$20.00
Building	Mechanical Permit	Air Handlers / Heat Wheels	Under 10,000 CFM	\$20.00
Building	Mechanical Permit	Air Handlers / Heat Wheels	Over 10,000 CFM	\$60.00
Building	Mechanical Permit		Commercial Hoods	\$15.00
Building	Mechanical Permit		Heat Recovery Units	\$10.00
Building	Mechanical Permit		V.A.V. Boxes	\$10.00
Building	Mechanical Permit		Unit Ventilators / PTAC Units	\$10.00
Building	Mechanical Permit		Unit Heaters (terminal units)	\$15.00
Building	Mechanical Permit		Fire Suppression / Protection (includes piping) minimum fee \$20.00	\$.75 / head
Building	Mechanical Permit		Coils (Heat / Cool)	\$30.00
Building	Mechanical Permit		Refrigeration (split system)	\$30.00
Building	Mechanical Permit		Chiller	\$30.00
Building	Mechanical Permit		Cooling Towers	\$30.00
Building	Mechanical Permit		Compressor / Condenser	\$30.00
Building	Mechanical Permit	Inspections	Special Insp. (pertaining to sale of building)	\$50.00
Building	Mechanical Permit	Inspections	Additional Inspection	\$50.00
Building	Mechanical Permit	Inspections	Final Inspection	\$50.00
Building	Mechanical Permit		Certification Fee	\$20.00
Building	Mechanical Contractor	Registration		\$15.00
Building	Mechanical Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Mechanical Code Construction Board of Appeals	Application Fee		\$250.00
Building	Plumbing Permit	Non-refundable Application Fee		\$50
Building	Plumbing Permit		Mobil Home Park Site*	\$5.00 each
Building	Plumbing Permit		Fixtures, floor drains, special drains, water connected appliances	\$5.00 each
Building	Plumbing Permit		Stacks (soil, waste, vent and conductor)	\$3.00 each
Building	Plumbing Permit		Sewage ejectors, sumps	\$5.00 each

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Plumbing Permit		Sub-soil drains	\$5.00 each
Building	Plumbing Permit	Water Service	Less than 2"	\$5.00
Building	Plumbing Permit	Water Service	2" to 6"	\$25.00
Building	Plumbing Permit	Water Service	Over 6"	\$50.00
Building	Plumbing Permit		Connection (bldg. drain-bldg. sewers)	\$5.00
Building	Plumbing Permit	Sewers (sanitary, storm or combined)	Less than 6"	\$5.00
Building	Plumbing Permit	Sewers (sanitary, storm or combined)	6" and over	\$25.00
Building	Plumbing Permit		Manholes, Catch Basins	\$5.00 each
Building	Plumbing Permit	Water Distributing Pipe (system)	3/4" Water Distribution Pipe	\$5.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1" Water Distribution Pipe	\$10.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1-1/4" Distribution Pipe	\$15.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1-1/2" Distribution Pipe	\$20.00
Building	Plumbing Permit	Water Distributing Pipe (system)	2" Water Distribution Pipe	\$25.00
Building	Plumbing Permit	Water Distributing Pipe (system)	Over 2" Water Distribution Pipe	\$30.00
Building	Plumbing Permit		Reduced pressure zone back-flow preventer	\$5.00 each
Building	Plumbing Permit		Domestic water treatment and filtering equipment only**	\$5.00
Building	Plumbing Permit		Medical Gas System	\$45.00
Building	Plumbing Permit		Water Heater	\$5.00
Building	Plumbing Permit	Inspections	Special Inspection (pertaining to sale of building)	\$50.00
Building	Plumbing Permit	Inspections	Additional Inspection	\$50.00
Building	Plumbing Permit	Inspections	Final Inspection	\$50.00
Building	Plumbing Permit		Certification Fee	\$20.00
Building	Plumbing Contractor	Registration		\$15.00
Building	Plumbing Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Plumbing Code Construction Board of Appeals	Application Fee		\$250.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 12,000 sq. ft.	\$265.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 25,000 sq. ft.	\$355.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 50,000 sq. ft.	\$455.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than or equal to 100,000 sq. ft.	\$620.00
Building	Fire Alarm Permit	Alarm Systems only	Building area more than 100,000 sq. ft.	\$620 plus \$3 per 1,000 sq. ft. over 100,000 sq. ft.
Building	Fire Alarm Permit	Alarm Systems only	Installation of central station supervision of existing suppression system	\$225.00
Building	Fire Alarm Permit	Alarm Systems only	Modification of less than six (6) detectors of an existing system	\$150.00
Building	Fire Alarm Permit	Alarm Systems only	Multi-story-each floor above the first, one half the original fee	50% of original fee above first floor
Building	Fire Alarm Permit	Alarm Systems only	Fire alarm re-inspection fee	\$75.00

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Fire Alarm Permit	Alarm Systems only	Safety and Special Inspections	\$75 per inspector, per hour (one hour minimum)
	Fire Alarm Permit	Alarm Systems only	Cancellation of permit	Refund all permit monies Except 25% of Permit Fee plus \$75 per inspection plus Plan Review Fees
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By City Employees	15% of Building Plan Review Fee or \$150 minimum
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By City Employees	\$75 per inspector, per hour (one hour minimum)
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By Private Consultant	Actual Cost X 1.5, (payments to be made at time of submittal)
Building	Fire Alarm Permit	Alarm Systems only	Fire Alarm Contractor License Registration	\$0.00
Building				
Building	Fire Protection Permit	Supression System with or without alarm	Modification of less than six (6) heads of an existing system	\$155.00
Building	Fire Protection Permit	Supression System with or without alarm	Limited area suppression system	\$155.00
Building	Fire Protection Permit	Supression System with or without alarm	Building area less than 25,000 sq. ft.	\$410.00
Building	Fire Protection Permit	Supression System with or without alarm	Building area less than 50,000 sq. ft.	\$525.00
Building	Fire Protection Permit	Supression System with or without alarm	Building area less than or equal to 100,000 sq. ft.	\$715.00
Building	Fire Protection Permit	Supression System with or without alarm	Building area more than 100,000 sq. ft.	\$715 plus \$3 per 1,000 sq. ft. over 100,000 sq. ft.
Building	Fire Protection Permit	Supression System with or without alarm	Special and Safety Inspections	\$75 per inspector, per hour (one hour minimum)
	Fire Protection Permit	Supression System with or without alarm	Flushing, each	\$75.00
Building	Fire Protection Permit	Supression System with or without alarm	Multi-story-each floor above the first, one half the original fee	50% of original fee above first floor
Building	Fire Protection Permit	Supression System with or without alarm	Fire Pump	\$200.00
Building	Fire Protection Permit	Supression System with or without alarm	Kitchen Hood System	\$300.00
Building	Fire Protection Permit	Supression System with or without alarm	Special Hazard	\$300.00
Building	Fire Protection Permit	Supression System with or without alarm	Plan Review By City Employees	15% of Building Plan Review Fee or \$150 minimum
Building	Fire Protection Permit	Supression System with or without alarm	Plan Review By City Employees	\$75 per inspector, per hour (one hour minimum)
Building	Fire Protection Permit	Supression System with or without alarm	Plan Review By Private Consultant	Actual Cost X 1.5, (payments to be made at time of submittal)
Building	Fire Protection Permit	Supression System with or without alarm	Cancellation of permit	Refund all permit monies Except 25% of Permit Fee plus \$75 per inspection plus Plan Review Fees
Building	Fire Protection Permit	Supression System with or without alarm	Fire Suppression Installers License	\$20.00 until end of license
Building	Sign Permit		Non-Illuminated Sign	\$75.00
Building	Sign Permit		Illuminated Sign	\$100.00
Building	Sign Contractor	Registration		\$35.00
Building	Sign Specialist	Registration		\$0.00

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SEP 16 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES



ss. I, Mattie Carter, Clerk of the City of Highland Park, do hereby certify that the annexed is a true copy of:

The fee schedule for Services,  
Permits & Inspections

as appears by the files and records in my office, that I have compared the same with the original and it is a true transcript therefrom and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Highland Park this 15<sup>th</sup> day of September 2011

Mattie P. Carter  
CITY CLERK



# CITY OF HIGHLAND PARK

Return to Excellence

Hubert Yopp  
Mayor

**RESOLUTION TO PROVIDE FOR THE FEE SCHEDULE FOR SERVICES, PERMITS AND INSPECTIONS ASSOCIATED WITH THE DISCHARGE OF THE THE RESPONSIBILITY OF THE CITY OF HIGHLAND PARK UNDER THE PROVISIONS OF THE STILLE-DEROSSETT SINGLE STATE CONSTRUCTION CODE ACT, PUBLIC ACT 230 OF 1972**

**WHEREAS**, the City is preparing to begin enforcement of the state and local building codes in the City of Highland Park; and

**WHEREAS**, the City has applied to the State to return the buildings permit enforcement program so that the city can issue building permits and enforcement the building codes; and

**WHEREAS**, the City must elect to administer and enforce the respective provisions of the Michigan resident, Rehabilitation, and Uniform Codes and all applicable laws and ordinances;

**WHEREAS**, the City as required by the Act to have an approve fee schedule for services, inspections, permits and registration in compliance with the provisions of the Act;

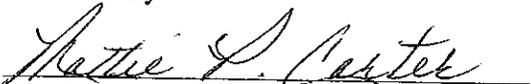
**NOW, THEREFORE, BE IT RESOLVED THAT the City Council hereby establishes and sets the fee Schedule for the above referenced activities in accordance with the Act and as provided in the attached Fee Schedule.**

Approved by the City Council on September 13, 2011

Yeas: 4

Nay: 0

Certified by:

  
Mattie P. Carter, City Clerk

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DEPT. OF LABOR &  
ECONOMIC GROWTH

SEP 16 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Robert B. Blackwell Municipal Building  
12050 Woodward Avenue  
Highland Park, Michigan 48203  
313-252-0050 ext. 240  
313-852-7320 fax

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Building Permit	Bldg Permit Fee	to \$1,000 (Includes one inspection only)	\$75.00
Building	Building Permit	Bldg Permit Fee	\$1,000 to \$10,000	\$75.00 plus \$10 per \$1,000 over \$1,000
Building	Building Permit	Bldg Permit Fee	\$10,001 to \$100,000	\$165.00 plus \$3 per \$1,000 over \$10,000
Building	Building Permit	Bldg Permit Fee	\$100,001 to \$500,000	\$435.00 plus \$2 per \$1,000 over \$100,000
Building	Building Permit	Bldg Permit Fee	\$500,001 plus	\$1,235.00 plus \$3 per \$1,000 over \$500,000
Building	Building Permit	All work not involving a square foot computation	Plan review and administration fee	\$75.00 plus \$50.00 per inspection
Building	Building Permit	Additional Inspections	Per Hour or fraction thereof	\$75.00
Building	Building Permit	Special Inspection	Pertaining to sale of building	\$100.00
Building	Building Permit	Demolition	Plan review and administration fee	\$75.00 plus \$0.05 per square foot of structure.
Building	Building Permit	Certificate of Occupancy		\$50.00
Building	Building Contractor	Registration	1 Year	\$35.00
Building	Building Contractor	Registration	2 Years	\$70.00
Building	Building Contractor	Registration	3 Years	\$105.00
Building	Building Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table	\$0 - \$500,000 The first \$100.00 of an application is non-refundable	\$ 0.0013 of building valuation but not less than \$100.00
Building	Building Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table	Over \$500,000 The first \$100.00 of an application is non-refundable	\$650.00 plus 0.00013 of building valuation over \$500,000
Building	Building Plan Review	Alterations and Remodeling	No Square Footage calculations are available	\$125.00 per hour - 1 hour minimum billed to the nearest half hour
Building	Consulting Services			\$125.00 per hour - 1 hour minimum billed to the nearest half hour
Building	Building Code Construction Board of Appeals	Application Fee		\$250.00
Building	Electrical Permit	Non-refundable Application Fee		\$50.00
Building	Electrical Permit	Service	Through 200 Amp	\$10.00
Building	Electrical Permit	Service	Over 200 Amp thru 600 Amp	\$15.00
Building	Electrical Permit	Service	Over 600 Amp thru 800 Amp	\$20.00
Building	Electrical Permit	Service	Over 800 Amp thru 1200	\$25.00
Building	Electrical Permit	Service	Over 1200 Amp (GFCI only)	\$50.00
Building	Electrical Permit		Circuits	\$5.00
Building	Electrical Permit		Lighting Fixtures - per 25	\$6.00
Building	Electrical Permit		Dishwasher	\$5.00
Building	Electrical Permit		Furnace - Unit Heater	\$5.00
Building	Electrical Permit		Electrical - Heating Units (baseboard)	\$4.00
Building	Electrical Permit		Power Outlets (ranges, dryers, etc.)	\$7.00
Building	Electrical Permit	Signs	Unit	\$10.00
Building	Electrical Permit	Signs	Letter	\$15.00
Building	Electrical Permit	Signs	Neon - each 25 feet	\$20.00
Building	Electrical Permit		Feeders - Bus Ducts, etc. - per 50'	\$6.00
Building	Electrical Permit		Recreational Vehicle Park Site	\$4.00
Building	Electrical Permit	K.V.A. and H.P.	Units up to 20	\$6.00
Building	Electrical Permit	K.V.A. and H.P.	Units 21 to 50 K.V.A. or H.P. or H.P.	\$10.00

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Electrical Permit	K.V.A. and H.P.	Units 51 K.V.A. or H.P. and over	\$12.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	Up to 10 devices	\$50.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	11 to 20 devices	\$100.00
Building	Electrical Permit	Fire Alarm Systems (not smoke detectors)	Over 20 devices	\$5.00 each
Building	Electrical Permit	Data / Telecommunication Outlets*	1 to 19 devices	\$5.00 each
Building	Electrical Permit	Data / Telecommunication Outlets*	20 to 300 devices	\$100.00
Building	Electrical Permit	Data / Telecommunication Outlets*	Over 300 devices	\$300.00
Building	Electrical Permit	Energy Management Temp. Control	Energy Retrofit - Temp. Control	\$45.00
Building	Electrical Permit	Energy Management Temp. Control	Circuits - Energy Management	\$5.00 each
Building	Electrical Permit		Conduit only or grounding only	\$45.00
Building	Electrical Permit	Inspections	Special Insp. (pertaining to sale of building) (does not include an electrical service inspection)	\$50.00
Building	Electrical Permit	Inspections	Additional Inspection	\$50.00
Building	Electrical Permit	Inspections	Final Inspection	\$50.00
Building	Electrical Permit		Certification Fee**	\$20.00
Building	Electrical Contractor	Registration		\$35.00
Building	Electrical Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Electrical Code Construction Board of Appeals	Application Fee		\$250.00
Building	Mechanical Permit	Non-refundable Application Fee		\$50.00
Building	Mechanical Permit		Residential Heating System (includes duct and pipe) New Building Only*	\$50.00
Building	Mechanical Permit		Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00
Building	Mechanical Permit		Boiler	\$30.00
Building	Mechanical Permit		Water Heater (gas piping and venting - direct replacement only)	\$5.00
Building	Mechanical Permit		Damper	\$5.00
Building	Mechanical Permit		Solid Fuel Equip. (includes chimney)	\$30.00
Building	Mechanical Permit		Gas Burning Fireplace	\$30.00
Building	Mechanical Permit		Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00
Building	Mechanical Permit		Solar; set of 3 panels - fluid transfer (includes piping)	\$20.00
Building	Mechanical Permit		Gas Piping; each opening - new installation (residential)	\$5.00
Building	Mechanical Permit		Air Conditioning (includes split systems) RTU - Cooling Only	\$30.00

City of Englewood Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Mechanical Permit		Heat Pumps / Geotherman (complete residential)	\$30.00
Building	Mechanical Permit		Dryer, Bath and Kitchen Exhaust	\$5.00
Building	Mechanical Permit	Tanks	Aboveground*** (other than L.P.)	\$20.00
Building	Mechanical Permit	Tanks	Aboveground Connection	\$20.00
Building	Mechanical Permit	Tanks	Underground*** (other than L.P.)	\$25.00
Building	Mechanical Permit	Tanks	Underground Connection	\$25.00
Building	Mechanical Permit		Humidifiers / Air Cleaners	\$10.00
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Fuel Gas Piping	\$ .05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Process Piping	\$ .05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Hydronic	\$ .05 / ft
Building	Mechanical Permit	Piping (ALL piping - minimum fee \$25.00)	Refridgeration Piping	\$ .05 / ft
Building	Mechanical Permit		Exhausters	\$15.00
Building	Mechanical Permit		Duct - minimum fee \$25.00	\$ .10 / ft
Building	Mechanical Permit		Heat Pumps; Commercial (pipe not included)	\$20.00
Building	Mechanical Permit	Air Handlers / Heat Wheels	Under 10,000 CFM	\$20.00
Building	Mechanical Permit	Air Handlers / Heat Wheels	Over 10,000 CFM	\$60.00
Building	Mechanical Permit		Commercial Hoods	\$15.00
Building	Mechanical Permit		Heat Recovery Units	\$10.00
Building	Mechanical Permit		V.A.V. Boxes	\$10.00
Building	Mechanical Permit		Unit Ventilators / PTAC Units	\$10.00
Building	Mechanical Permit		Unit Heaters (terminal units)	\$15.00
Building	Mechanical Permit		Fire Suppression / Protection (includes piping) minimum fee \$20.00	\$ .75 / head
Building	Mechanical Permit		Coils (Heat / Cool)	\$30.00
Building	Mechanical Permit		Refrigeration (split system)	\$30.00
Building	Mechanical Permit		Chiller	\$30.00
Building	Mechanical Permit		Cooling Towers	\$30.00
Building	Mechanical Permit		Compressor / Condenser	\$30.00
Building	Mechanical Permit	Inspections	Special Insp. (pertaining to sale of building)	\$50.00
Building	Mechanical Permit	Inspections	Additional Inspection	\$50.00
Building	Mechanical Permit	Inspections	Final Inspection	\$50.00
Building	Mechanical Permit		Certification Fee	\$20.00
Building	Mechanical Contractor	Registration		\$15.00
Building	Mechanical Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Mechanical Code Construction Board of Appeals	Application Fee		\$250.00
Building	Plumbing Permit	Non-refundable Application Fee		\$50
Building	Plumbing Permit		Mobil Home Park Site*	\$5.00 each
Building	Plumbing Permit		Fixtures, floor drains, special drains, water connected appliances	\$5.00 each
Building	Plumbing Permit		Stacks (soil, waste, vent and conductor)	\$3.00 each
Building	Plumbing Permit		Sewage ejectors, sumps	\$5.00 each

City of Highland Park Building Department Fee Schedule

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Plumbing Permit		Sub-soil drains	\$5.00 each
Building	Plumbing Permit	Water Service	Less than 2"	\$5.00
Building	Plumbing Permit	Water Service	2" to 6"	\$25.00
Building	Plumbing Permit	Water Service	Over 6"	\$50.00
Building	Plumbing Permit		Connection (bldg. drain-bldg. sewers)	\$5.00
Building	Plumbing Permit	Sewers (sanitary, storm or combined)	Less than 6"	\$5.00
Building	Plumbing Permit	Sewers (sanitary, storm or combined)	6" and over	\$25.00
Building	Plumbing Permit		Manholes, Catch Basins	\$5.00 each
Building	Plumbing Permit	Water Distributing Pipe (system)	3/4" Water Distribution Pipe	\$5.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1" Water Distribution Pipe	\$10.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1-1/4" Distribution Pipe	\$15.00
Building	Plumbing Permit	Water Distributing Pipe (system)	1-1/2" Distribution Pipe	\$20.00
Building	Plumbing Permit	Water Distributing Pipe (system)	2" Water Distribution Pipe	\$25.00
Building	Plumbing Permit	Water Distributing Pipe (system)	Over 2" Water Distribution Pipe	\$30.00
Building	Plumbing Permit		Reduced pressure zone back-flow preventer	\$5.00 each
Building	Plumbing Permit		Domestic water treatment and filtering equipment only**	\$5.00
Building	Plumbing Permit		Medical Gas System	\$45.00
Building	Plumbing Permit		Water Heater	\$5.00
Building	Plumbing Permit	Inspections	Special Inspection (pertaining to sale of building)	\$50.00
Building	Plumbing Permit	Inspections	Additional Inspection	\$50.00
Building	Plumbing Permit	Inspections	Final Inspection	\$50.00
Building	Plumbing Permit		Certification Fee	\$20.00
Building	Plumbing Contractor	Registration		\$15.00
Building	Plumbing Plan Review	Based on Bureau of Construction Codes Sq. Ft. Construction Cost Table		25% of Building Code Review Fee
Building	Plumbing Code Construction Board of Appeals	Application Fee		\$250.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 12,000 sq. ft.	\$265.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 25,000 sq. ft.	\$355.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than 50,000 sq. ft.	\$455.00
Building	Fire Alarm Permit	Alarm Systems only	Building area less than or equal to 100,000 sq. ft.	\$620.00
Building	Fire Alarm Permit	Alarm Systems only	Building area more than 100,000 sq. ft.	\$620 plus \$3 per 1,000 sq. ft. over 100,000 sq. ft.
Building	Fire Alarm Permit	Alarm Systems only	Installation of central station supervision of existing suppression system	\$225.00
Building	Fire Alarm Permit	Alarm Systems only	Modification of less than six (6) detectors of an existing system	\$150.00
Building	Fire Alarm Permit	Alarm Systems only	Multi-story-each floor above the first, one half the original fee	50% of original fee above first floor
Building	Fire Alarm Permit	Alarm Systems only	Fire alarm re-inspection fee	\$75.00

Dept	ACCT DESCRIPTION	Notes	Formula	COST
Building	Fire Alarm Permit	Alarm Systems only	Safety and Special Inspections	\$75 per inspector, per hour (one hour minimum)
	Fire Alarm Permit	Alarm Systems only	Cancellation of permit	Refund all permit monies Except 25% of Permit Fee plus \$75 per inspection plus Plan Review Fees
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By City Employees	15% of Building Plan Review Fee or \$150 minimum
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By City Employees	\$75 per inspector, per hour (one hour minimum)
Building	Fire Alarm Permit	Alarm Systems only	Plan Review By Private Consultant	Actual Cost X 1.5, (payments to be made at time of submittal)
Building	Fire Alarm Permit	Alarm Systems only	Fire Alarm Contractor License Registration	\$0.00
Building				
Building	Fire Protection Permit	Suppression System with or without alarm	Modification of less than six (6) heads of an existing system	\$155.00
Building	Fire Protection Permit	Suppression System with or without alarm	Limited area suppression system	\$155.00
Building	Fire Protection Permit	Suppression System with or without alarm	Building area less than 25,000 sq. ft.	\$410.00
Building	Fire Protection Permit	Suppression System with or without alarm	Building area less than 50,000 sq. ft.	\$525.00
Building	Fire Protection Permit	Suppression System with or without alarm	Building area less than or equal to 100,000 sq. ft.	\$715.00
Building	Fire Protection Permit	Suppression System with or without alarm	Building area more than 100,000 sq. ft.	\$715 plus \$3 per 1,000 sq. ft. over 100,000 sq. ft.
Building	Fire Protection Permit	Suppression System with or without alarm	Special and Safety Inspections	\$75 per inspector, per hour (one hour minimum)
	Fire Protection Permit	Suppression System with or without alarm	Flushing, each	\$75.00
Building	Fire Protection Permit	Suppression System with or without alarm	Multi-story-each floor above the first, one half the original fee	50% of original fee above first floor
Building	Fire Protection Permit	Suppression System with or without alarm	Fire Pump	\$200.00
Building	Fire Protection Permit	Suppression System with or without alarm	Kitchen Hood System	\$300.00
Building	Fire Protection Permit	Suppression System with or without alarm	Special Hazard	\$300.00
Building	Fire Protection Permit	Suppression System with or without alarm	Plan Review By City Employees	15% of Building Plan Review Fee or \$150 minimum
Building	Fire Protection Permit	Suppression System with or without alarm	Plan Review By City Employees	\$75 per inspector, per hour (one hour minimum)
Building	Fire Protection Permit	Suppression System with or without alarm	Plan Review By Private Consultant	Actual Cost X 1.5, (payments to be made at time of submittal)
Building	Fire Protection Permit	Suppression System with or without alarm	Cancellation of permit	Refund all permit monies Except 25% of Permit Fee plus \$75 per inspection plus Plan Review Fees
Building	Fire Protection Permit	Suppression System with or without alarm	Fire Suppression Installers License	\$20.00 until end of license
Building	Sign Permit		Non-Illuminated Sign	\$75.00
Building	Sign Permit		Illuminated Sign	\$100.00
Building	Sign Contractor	Registration		\$35.00
Building	Sign Specialist	Registration		\$0.00

Method of determining the cost per hour for the inspector.

I took the total department expenses for the year and divided them by 2080 working hours.

That gave me a value of \$75.13 overhead cost per hour.

I calculated the inspectors salaries based on my previous budget I adopted while at the City of Pontiac. I arrived at an average hourly rate of \$24.24 for the inspectors.

I added the average Overhead cost per hour and the average cost per inspector wage together and arrived at a combined hourly wage of \$99.37 per inspector.

I then too an average job and calculated the amount of time was involved in the inspection.

I used the printed example for a building permit that had roofing, siding and windows. The cost of the permit was \$319.00

I calculated the time based on the following assumption. Each one of the items would include 2 inspections and each one would be done at different times.

**Roofing.** This would require an open roof inspection prior to reshingle.

Type of inspection	Time to organize inspection	Time to drive to inspection	Time to perform inspection and write-up	Time to drive back to inspection or return to office	Time to enter inspection into database	Total Time in hours
Open roof	.1 Hour	.1 Hour	.2	.2	.1	.7 Hours
Final roof	.1	.1	.1	.2	.1	.6
						1.3 Hours

**Siding,** this would require a flashing inspection prior to installing siding

Type of inspection	Time to organize inspection	Time to drive to inspection	Time to perform inspection and write-up	Time to drive back to inspection or return to office	Time to enter inspection into database	Total Time in hours
Open Siding	.1 Hour	.1 Hour	.2	.2	.1	.7 Hours
Final Siding	.1	.1	.1	.2	.1	.6
						1.3 Hours

**Windows**

Type of inspection	Time to organize inspection	Time to drive to inspection	Time to perform inspection and write-up	Time to drive back to inspection or return to office	Time to enter inspection into database	Total Time in hours
Final Window	.1	.1	.1	.2	.1	.6
						.6
Total Inspector Time for Job						3.2 Hours
Wage for Inspector						\$99.37
Grand Total of Inspector Cost						\$317.98

This is only an example, each job is different, however the average inspection for rough and final averages 1-2 hours.

The average plan review takes approximately an hour, our minimum fee is \$125 and is based on an hourly cost and will adjust accordingly.

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City of Highland Park  
Building and Safety Department Expenses

ACCT_DESC	ACCT_BUDGET	YTD	BAL
Supervisory Wages	\$50,000.00	\$0.00	\$50,000.00
Temporary/Part-time Clerical/Tech	\$19,000.00	\$0.00	\$19,000.00
Safety Shoe Allowance	\$125.00	\$0.00	\$125.00
Personal Leave Day	\$0.00	\$0.00	\$0.00
Holiday Pay	\$0.00	\$0.00	\$0.00
Sick Leave	\$0.00	\$0.00	\$0.00
Vacation Pay	\$0.00	\$0.00	\$0.00
Funeral Leave	\$0.00	\$0.00	\$0.00
Jury Duty	\$0.00	\$0.00	\$0.00
Compensatory Time Off (Comp Time)	\$0.00	\$0.00	\$0.00
F.I.C.A. - City Contribution	\$0.00	\$0.00	\$0.00
Medical Insurance	\$0.00	\$0.00	\$0.00
Optical & Hearing Insurance	\$0.00	\$0.00	\$0.00
Life Insurance	\$0.00	\$0.00	\$0.00
Long Term Disability	\$0.00	\$0.00	\$0.00
VEBA-General	\$0.00	\$0.00	\$0.00
Workers Compensation Insurance	\$2,000.00	\$0.00	\$2,000.00
Dental Insurance	\$0.00	\$0.00	\$0.00
Longevity	\$0.00	\$0.00	\$0.00
Health Care Waiver	\$0.00	\$0.00	\$0.00
Office Supplies	\$5,000.00	\$0.00	\$5,000.00
Postage	\$3,000.00	\$0.00	\$3,000.00
Printed Forms	\$1,000.00	\$0.00	\$1,000.00
Xerox Supplies	\$1,500.00	\$0.00	\$1,500.00
Publications & Maps	\$1,500.00	\$0.00	\$1,500.00
Personal Computer Software	\$5,000.00	\$0.00	\$5,000.00
Motor Fuel, Oil & Lubricants	\$3,000.00	\$0.00	\$3,000.00
Building Maintenance Supplies	\$0.00	\$0.00	\$0.00
Legal Services	\$11,000.00	\$0.00	\$11,000.00
Services - Membership Dues	\$300.00	\$0.00	\$300.00
Services - Inspection Fees	\$0.00	\$0.00	\$0.00
Services - Hearing Officer	\$0.00	\$0.00	\$0.00
Other Professional Services	\$0.00	\$0.00	\$0.00
Contractual Temp/PT Labor	\$23,400.00	\$0.00	\$23,400.00
Services - Communications-Telephone	\$3,000.00	\$0.00	\$3,000.00
Insurance Property Coverage	\$0.00	\$0.00	\$0.00
Utilities Electricity	\$4,800.00	\$0.00	\$4,800.00
Utilities Water & Sewer	\$2,000.00	\$0.00	\$2,000.00
Utilities Gas Heat	\$4,800.00	\$0.00	\$4,800.00
Services - Maintenance-Typewriters	\$0.00	\$0.00	\$0.00
Services - Maintenance-Office Mach	\$500.00	\$0.00	\$500.00
Services - Maintenance-Vehicles	\$2,000.00	\$0.00	\$2,000.00
Car Washes	\$100.00	\$0.00	\$100.00
Services - Equipment Rentl Non-City	\$0.00	\$0.00	\$0.00
Services - Duplicating Eqp Rental	\$3,390.00	\$0.00	\$3,390.00
Services - Equip Rentl City-Owned	\$0.00	\$0.00	\$0.00
Operating Reserve	\$0.00	\$0.00	\$0.00
Training Expense	\$3,850.00	\$0.00	\$3,850.00
Transfer out to Fund 729	\$0.00	\$0.00	\$0.00
Computer Equipment	\$6,000.00	\$0.00	\$6,000.00
	<b>\$156,265.00</b>	<b>\$0.00</b>	<b>\$156,265.00</b>
Yearly Department Expenses / 2080 work hours = overhead per hour			\$75.13
Inspectors Salary per hour			\$24.24
Inspectors Salary and Department Overhead Per Hour			<b>\$99.37</b>

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OFFICE OF ADMINISTRATIVE SERVICES

City of Highland Park  
Building and Safety Department Revenue

ACCT_DESC	FEE	Yearly	SUB TOTAL
Building Permit	\$150.00	312	\$46,800.00
Plumbing Permit	\$100.00	312	\$31,200.00
Mechanical Permit	\$100.00	312	\$31,200.00
Electrical Permit	\$100.00	312	\$31,200.00
Registration Electrical License	\$15.00	50	\$750.00
Registration Mechanical License	\$15.00	50	\$750.00
Registration Plumbing	\$15.00	50	\$750.00
Registration Builders	\$35.00	50	\$1,750.00
Plan Review Fees Building	\$125.00	50	\$6,250.00
Plan Review Fees Plumbing	\$37.50	50	\$1,875.00
Plan Review Fees Mechanical	\$37.30	50	\$1,865.00
Plan Review Electrical	\$37.50	50	\$1,875.00
Total Revenue			<b>\$156,265.00</b>
Total Expense			<b>\$156,265.00</b>
Net Income			<b>\$0.00</b>

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PERSONNEL FRINGE REQUIREMENTS

FY2010-2011  
 DEPT DIVISION  
 Community I Building & Safety

Employee Name	Classification	Social Security		Medical Ins		Life & Dis Ins		L.T.D. Ins	Workers Comp.	Dental Ins	Opt/Hear	General VEBA	Longevity	Annual Salary	Hourly Wage
		Ins	Ins	Ins	Ins										
704-00	Supervisory														
Building	Tech. Insp. Bldg													53,456	26
Electrical	Tech. Insp. Plum													48,900	23.50961538
Mechanical	Tech. Insp. Elect													48,900	23.50961538
Plumbing	Tech. Insp. Mech													50,460	24.25961538
Regular Employees														201,716	\$96.98
Average Hourly Wage															\$24.24

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# Procedures to Administer and Enforce City of Highland Park

June 17, 2011

## I. Department will maintain Public Records as required by PA 230 of 1972

### A. Permanent Records to be maintained by the department.

1. Applications for Permits
2. Permits
3. Plan Review Records
4. Inspection Records
5. Violation Notices
6. Correction Notices
7. Certificate of Occupancy
8. Meeting Notes (Construction Board of Appeals, Project Meetings)
9. Orders to Stop Construction

### B. Freedom of Information Act

1. Sec. 1 (1) This act shall be known and may be cited as the "freedom of information act. (2) It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process. Section 1 PA 442, 1976.

2. An application shall not be removed from the custody of the enforcing agency after a building permit has been issued, Section 10(5) PA 230, 1972.

### C. Record Retention

1. A record that is required to be kept by a public officer in the discharge of duties imposed by law, that is required to be filed in a public office, or that is a memorial of transaction of a public officer made in the discharge of a duty, is the property of this state and shall not be disposed of, mutilated or destroyed except as provide by law. Michigan Historical Commission, Section 5 PA 271, 1913, MCLA 399.5.

2. Building Department Records will be Retained in Accordance with the Michigan Municipal League Guidelines.

- a) Permit Applications .....Current + 1 year
- b) Building Plans (Comm.)...Life of Structure
- c) Non Commercial.....10 years
- d) Reports.....Permanent
- e) Permit Log Books.....Permanent
- f) Board Minutes.....Current + 1 Year\*

Permanent

\*When Permanent Copy is Retained by the Clerks Office.

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***D. Permit Application***

Before Construction of a Building or Structure, the 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.

***Required on Application***

1. The occupational license number of the applicant and the expiration date of the occupational license.
2. One of the following:
  - a) The name of each carrier providing worker's disability compensation insurance.
  - b) The reasons for exemption from the requirement to be insured.
3. One of the following:
  - a) The employer identification number, if required.
  - b) The reasons for exemption from the requirement.
4. One of the following:
  - a) The Michigan employment security commission number, if required.
  - b) If not required the reasons for exemptions from the requirement.

***Submittal Requirements***

1. Application shall contain a detailed statement in writing, verified by affidavit of the person making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work.
2. A site plan showing the dimensions, and the location of the proposed building or structure and other structures on the same premises, shall be submitted with the application, Section 10(1), PA 230, 1972.
3. Identify and describe the work to be covered by the permit for which application is made.
4. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work
5. Identify the use and occupancy for which the proposed work is intended.
- 6 Be accompanied by construction documents and other information as required in Section 106.1.
7. State the valuation of the proposed work.
8. Be signed by the applicant, or the applicant's authorized agent.
9. Give such other data and information as required by the building official.

***E. Plan Review Record***

1. The enforcing agency shall examine an application for a building permit.
2. If the application conforms to this act, the code and the requirements of other applicable laws and ordinances, the enforcing agency shall approve the application and issue a building permit to the applicant.

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3. An application shall be granted, in whole or in part, or denied within 10 business days, except that in case of an unusually complicated building or structure, action shall be taken within 15 business days.

4. Failure by an enforcing agency to grant, in whole or in part, or deny an application within these periods of time shall be deemed a denial of the application for purposes of authorizing the institution of an appeal to the appropriate board of appeals.

5. The enforcing agency shall approve changes in plans and specifications previously approved by it, if the changes require approval and if the plans and specifications when so changed remain in conformity with law.

(Section 11(1) PA230, 1972)

#### *F. Notice of Code Violation*

1. The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation. (Section 113.2 MBC).

#### *Stop Work Order*

2. If construction is being undertaken contrary to a building permit, this act, or other applicable laws or ordinances, the enforcing agency shall give written notice to the holder of the building permit, or if a permit has not been issued to the person doing the construction, notifying him of the violation of this act, or other applicable laws and ordinances, and to appear and show cause why the construction should not be stopped. (Section 12(3), PA 230, 1972)

#### *G. Construction Board of Appeals*

1. An interested person, or the person's authorized agent, may appeal in writing to the board of appeals.

2. The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal.

3. A copy of the decision and statement of the reasons for the decision shall be delivered or mailed, before filing, to the party making the appeal. (Section 14(1) PA 230, 1972)

4. A record of decisions made by the board of appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the board of appeals in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976. Section 14(4) PA 230, 1972.

5. A board of appeals may attach in writing any condition in connection with the granting of a variance that in its judgement is necessary to protect the health, safety and welfare of the people of this state.

6. The breach of a condition shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it.

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7. In no case shall more than minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty. (Section 15(2) PA 230, 1972).

#### *H. Certificate of Occupancy*

A certificate of use and occupancy shall be issued by the enforcing agency when the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances. (Section 13, PA 230, 1972).

After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit. Section 110.2 MBC.

#### *I. Other Department Documents*

1. Meeting Notes.
2. Internal Memorandums.
3. Letters.
4. E-mail Communications.

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

**RESOLUTION OF THE HIGHLAND PARK CITY COUNCIL**

STATE OF MICHIGAN )

COUNTY OF WAYNE )

WHEREAS, a General Record Retention and Disposal Schedule is required to be adopted by the City pursuant to MCLA 299.5 and MCLA 750.491; and

WHEREAS, the City is desirous of adopting the "General Record Retention and Disposal Schedule #8" as prepared by the Michigan Municipal League, the State Administrative Board, the Michigan Historic Commission and the treasury Department; and

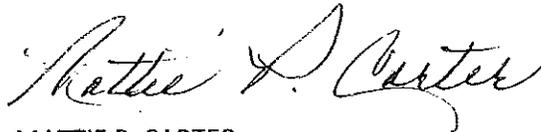
WHEREAS, said schedule provides which city records will be records will be maintained and it provides time limits for the retention of public records together with the procedures for disposal of public records in accordance with the law.

NOW, THEREFORE, BE IT RESOLVED that the Highland Park City Council does hereby adopt the "General Records Retention and Disposal Schedule #8."

NOW THEREFORE, BE IT RESOLVED that the City Clerk forward a copy of the resolution of adoption to the State of Michigan.

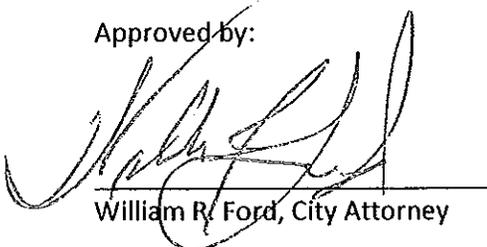
I, Mattie P. Carter, City Clerk of Highland Park, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Highland Park City Council at a regular meeting held on

July 18, A.D. 2011



MATTIE P. CARTER  
CLERK OF THE CITY OF HIGHLAND PARK, MICHIGAN

Approved by:



William R. Ford, City Attorney

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

# **Records Management Handbook**

Guidelines and Approved  
Retention and Disposal Schedule  
for Cities and Villages

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*In memory of  
Martin McLaughlin*

*An expert in the field of local records retention  
and friend of Michigan cities and villages.*

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## Foreword

Without an approved retention and disposal schedule, the retention and disposal of municipal records can pose complex procedural problems for city and village officials. This updated schedule is applicable to all Michigan cities and villages and covers the usual records found in most municipal departments and administrative offices. The schedule was updated in response to member requests for a revised approved schedule that could easily be adopted by a city or village council.

The League expresses its appreciation to State Archivist David Johnson, and Holland Board of Public Works Records Management Coordinator Cal Coristine for working with Jeanette Westhead of the League staff to prepare the schedule. The League also appreciates the schedule review performed by: the State Administrative Board; the Michigan Historical Center; the Michigan Treasury Department, Local Audit and Finance Division; and Miller, Canfield, Paddock and Stone, P.L.C.

Our goal is to produce publications that will help you fulfill your responsibilities as a city or village official. We welcome your comments in regard to all our publications. Let us know how we are doing.

George D. Goodman  
Executive Director

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## Michigan State Administrative Board Approval General Record Retention and Disposal Schedule # 8

This suggested schedule provides for the disposition of the usual records found in city and village offices. If a city or village elects to adopt this schedule, its public officials shall maintain its records for the retention periods specified herein. A record not listed herein shall not be destroyed without the submission of a separate retention and disposal schedule in accordance with sections 399.5 and 750.491 of the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules may be obtained from Appendix A.

Date: (Signed)  
State Administrative Board

Date: (Signed)  
Michigan Historical Center

Date: (Signed)  
Treasury Department  
Local Audit and Finance Division

**Note:** MCL 750.491 provides that any person who mutilates, destroys or carries away a municipal record, unless in accordance with a retention schedule or otherwise authorized by law, shall be guilty of a misdemeanor.

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## How to Adopt General Retention and Disposal Schedule # 8

The Retention and Disposal Schedule printed here is for use by Michigan cities and villages should they choose to adopt it. Once the schedule has been adopted by your city or village council/commission, you may dispose of records according to its provisions.

A city or village that decides not to adopt Schedule # 8 must create a records retention and disposal schedule and submit it for review to the Michigan Historical Center.

### Procedure for Adopting Schedule # 8

The recommended procedure for adopting General Schedule # 8 for use by your city or village is as follows:

1. Submit the Schedule for review and approval by your municipality's legal counsel.
2. Submit the Schedule for review and approval by your municipality's auditors.
3. Present the Schedule for formal adoption by your city or village council/commission.

### Procedure for Amending or Creating a Schedule

Should a city or village choose to create its own Retention and Disposal Schedule; alter the provisions of General Retention and Disposal Schedule # 8 after formal adoption by the city or village; or dispose of records not contained in General Retention and Disposal Schedule # 8; it may do so by submitting a separate Retention and Disposal Schedule for review in accordance with the provisions of Sections 399.5 and 750.491 or the Michigan Compiled Laws. The forms and instructions needed to prepare separate schedules are in Appendix A. For help in developing a schedule, please contact:

Records Management Services  
Michigan Historical Center  
Department of History, Arts and Libraries  
3045 N. Martin Luther King Jr BLVD  
PO Box 30026  
Lansing MI 48909  
Telephone: 517/335-9132  
Fax: 517/335-9418

### Microfilm Standards

Permanent municipal records that have been microfilmed in compliance with the minimum standards of quality published in the Michigan Administrative Code may be disposed of after the microfilm has been inspected and compared against the original records. A Certificate of Records Disposal, MH-38, must be filed with the Records Management Services prior to disposal each time records are scheduled to be destroyed. The Michigan Department of State is updating the recommended city and village standards for microfilming records. When the updated standards are approved, a link will be added to the MML web site under Appendix B.

### Recommended Environmental Conditions for Storing Records

All storage media require specific environmental conditions if they contain information that needs to be retained for a significant length of time. See Appendix C for the Michigan Historical Center recommended environmental conditions for storing records.

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### **Optical Disk Systems – Rules for Storage of Public Records**

The Michigan Department of State has developed administrative rules for the use of optical storage disks by governmental agencies including cities and villages. See Appendix D.

### **Standards for Electronic Records**

Increasingly, government records are created, stored and used with computer technology. Examples of electronic records include word processed documents, electronic mail, databases, web pages and digital imaging systems. All electronic government records require specific hardware and software if they are to remain accessible. However, computer technology changes at a very rapid pace. These changes often cause electronic records, which are created using older technology, to be rendered inaccessible as new technology is introduced. It is extremely important for government agencies to know how long their records must be retained, so they can select technology and storage media which will satisfy the record's retention requirements. See Appendix E for these guidelines.

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City of Highland Park  
Community Development Department  
Building and Safety Engineering Department  
PLAN REVIEW AND VIOLATION RESOLUTION PROCEDURE

1. Clerks review application and make certain it is filled out completely including the Zoning Compliance Application.
2. Clerks will enter contractor's City of Highland Park registration number on the application. If the contractor is not registered with the City of Highland Park, the Clerk will make a copy of the contractor's license with the State of Michigan, have the contractor complete an application for registration, collect registration fees and enter the contractor in the contractor database.
3. The Clerk will ensure that the structure has neither been condemned nor has outstanding Violation Notices or Civil Infraction Tickets. Such structures require the concurrence of the inspector that condemned the structure or wrote the Violation Notice/Ticket. Permit applications are then distributed to the office supervisor who logs them and passes them on to the appropriate Trades Inspector for review. Each reviewing inspector is responsible for ensuring the structure is in compliance with the City of Highland Park Zoning Ordinance.
4. The reviewing/approving inspector is ultimately responsible for ensuring the structure is not condemned and that it has no current violations or civil infraction tickets.

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City of Highland Park  
Community Development Department  
Building and Safety Engineering Department  
PERMIT APPLICATION, REVIEW AND APPROVAL PROCEDURE

1. The *Plan Review and Violation Resolution Procedure* is initiated by any of the following: 1) new construction, 2) erection, 3) expansion or modification of buildings or structures, and 4) development or expansion of parking lots or other land uses. Commercial buildings and multiple family dwellings follow the procedure described below. Single and two family dwellings follow the same procedure, but do not require sealed plans if they are less than 3,500 square feet of calculated floor area. Residential single and two family dwellings that are 3,500 square feet of calculated floor area or larger require sealed plans.
2. Multi-family, 3 units or more and commercial structures require sealed Architectural Plans. The Contractor, Agent, or Owner shall submit two (2) sets of sealed plans if an interior alteration only, three (3) sets of sealed plans if there are exterior (site) improvements to the site. Plans for site improvements must include fully engineered sealed plans incorporating the improvements required to satisfy all of the conditions of Site Plan Approval, as well as related exterior lighting, signs, sanitary sewers, water mains, site grading, storm sewers, retention basins and other pertinent drainage features, sidewalk, drive approaches, utility structures, paving materials, other right-of-way improvements and other improvements as required to control soil erosion. Specification of required landscape materials may be included by reference.
3. The Senior Clerk, Office Supervisor, or Plan Reviewer receiving the Permit Application and plans will ensure the permit application is completely and properly filled out and signed and that the plans are properly sealed either with an Engineer or Architect's seal. Plans must be formerly rejected if they are not sealed. Upon receipt, the Building Official should immediately inspect plans or his/her designee to ensure they include proper engineering, architectural and mechanical prints as applicable.
4. If plans are complete and properly sealed, the Senior Clerk receiving them shall date and label the plans. The Senior Clerk will collect a \$200 nonrefundable Plan Review Deposit and inform the applicant that Plan Review should be completed within 10 business days, and that the balance of the fees will be collected during the Permit Application process. The clerk will forward the permit application, plans and copy of the paid receipt to the Office Supervisor who will log the receipt of the plans on the master plan submittal log sheet and give them to the Building Official or his or her designee.
5. The Building Official or his or her designee shall complete the *Rough Plan Evaluation Form* and annotate the estimated cost of the Plan Review as well as designate persons required to review the Plans (see form attached to this procedure) The Building Official then gives a copy of the *Rough Plan Evaluation Form* to the Office Supervisor who then sends a *Notice of Required Plan Review* to outside agencies such as Fire, Engineering, Water, and ET.AL. The *Notice of Required Plan Review* shall include a blank *Plan Exam Form* and a statement indicating that *...if a response is not received within 10 business days of the date of the notice, approval by the outside agency will be assumed and permits will be issued accordingly.*
6. Plans requiring in-house (Plumbing, Electrical, etc.) shall be placed in the Building and Safety Engineering plan review room along with a blank *Plan Exam Form* and the appropriate inspector scheduled to complete the review within 72 business hours of receipt of the accepted plans.

7. Upon distribution of the *Notice of Required Plan Review* to outside agencies, the Office Supervisor shall after three (3) business days inform the Building Official of agencies who have either failed to confirm receipt of the notice or who have come in to pick up their sets of plans. The Building Official will ensure that a Second Notice is sent to the non-responsive outside agency as soon as practically possible.
8. Not later than ten (10) business days from the receipt of the plans, the Building Official shall examine all returned *Plan Review Forms* and determine whether approval can be issued for the submitted plans. If approval is warranted it shall be issued within 24 business hours of his or her approval.
9. If for any reason the Plan Reviewer finds code violations or other deficiencies, the Plan Reviewer involved shall mail a plan review letter that lists all corrections or clarifications to make the plans comply with all State Code requirements. After all of the items listed on the plan review letter have been addressed, the revised sealed plans must be resubmitted to the Building Department and a secondary review of the revised plans will be performed. If the requested revision is not submitted within 10 business days, the Building Official shall place a *New Permit Issuing Block* on the property and issue a default notice to the applicant indicating why their plans did not satisfactorily complete Plan Review.
10. All correspondence related to non-satisfactory completion of Plan Review shall permanently be placed in the Street File.

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Community Development Department  
Building and Safety Engineering Department  
PERMIT ISSUANCE PROCEDURE

1. Utilizing the current fee schedule, and determining the appropriateness of the contractor/homeowner's estimate the reviewing/approving inspector is ultimately responsible for determining the total fees to be collected for each permit they approve. The reviewing/Approving inspector will annotate the appropriate fee, sign the application indicating their approval and return same with his or her approval signature to the Office Supervisor. Rejected applications will be annotated for the reason rejected and also returned to the Office Supervisor. Every effort will be made to review routine permit applications (those not requiring Plan Review) within 48 business hours of the date the application is received by Building and Safety Engineering.
2. Approved permits will be issued in quadruplicate (four copies) – 1) Card Stock (Field Card) and a copy to the applicant; 2) Copy to the Financial Specialist responsible for cash-outs and then to the Street File; and 4) Copy to the Assessor's Office at the end of each month.

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Community Development Department  
Building and Safety Engineering Department  
INSPECTION SCHEDULING AND REPORTING PROCEDURE

1. There are four (4) types of inspections performed by the Building and Safety Engineering Department: 1) Building, 2) Electrical, 3) Mechanical, and 4) Plumbing. It is important when inspections are being requested that the specific type of inspection(s) are clearly identified including the permit number. Within each of the trade inspections, it is important to let the inspector know whether this is a rough inspection, a re-inspection, or a final inspection.
2. All inspection scheduling requests, whether by phone, fax (using department fax form only), walk-in, or by mail, require that an *Inspection Request form* be completed in its entirety. The Clerk will complete the *Inspection Request Form*, schedule the date and time of the inspection in the Master Calendar, annotate the date and time on the *Inspection Request Form* and give the form to the Office Supervisor.
3. The Office Supervisor will log in each inspection request along with the date and time assigned. Each request will then be given to the Building Official or his or her designee.
4. The Building Official or his or her designee will assign the *Inspection Request Form(s)* to the appropriate inspector.
5. The inspectors' will conduct the scheduled inspection, and complete a *Notice of Code Violation report*. The inspector will give a copy of the *Notice of Code Violation* report to the permit holder if they are present for the inspection. The inspector will mail a copy of the inspection report to the permit applicant. The inspector will forward the *Notice of Code Violation report* to the office supervisor.
6. The Office Supervisor will complete the appropriate log entry for each completed inspection and then will ensure that each inspection report is filed in the Street File.
7. The Building Official on an annual basis will maintain a log of complete inspections and applicable findings or remarks.
8. All permits that have had no activity for 180 days will become expired. The appropriate inspector will send a letter to the applicant informing them of the expired permit status. The letter will inquire if the job has been completed and if so request that the applicant schedule a final inspection of the work.

Building and Safety Engineering Department  
CODE VIOLATION IDENTIFICATION AND VIOLATION RESOLUTION PROCEDURE

1. Utilizing *Field Observation Reports*, complaints, or personal observations during routine code enforcement activities, inspectors will complete a **Notice of Violations** form citing the name and address of the code violator, identifying the type of property and the location of the property cited. The notice will also give the inspection date and the specific nature of the violations being cited and the section of the Code or State of Michigan statute found to be violated.
2. Any Building and Safety Engineering Department inspector can complete violation notices. Violation Notices are to be completed by the inspector within 24 business hours of the date of observation and are to be issued (mailed) by clerical staff within 72 business hours of receipt from the inspector.
3. Violation Notices generally give the owner of the property 10 to 30 days – at the discretion of the Building Official – to correct any cited violations. Once signed by the inspector, two copies are made. The original is mailed to the owner, a copy goes to the inspector, and a copy goes into the Street File.
4. If after the expiration date of the Violation Notice, the code violation still exists, the inspector shall start legal proceedings by requesting a warrant through the City of Highland Park Law Department.
5. The inspector writes the request for a warrant, attaches a copy of the notice, which indicates the code sections being violated. This completed request is submitted to the Building Official or their designee for his or her review.
6. The Building Official forwards his recommendation for a warrant to the Department Head for his or her approval.
7. The original of the approved Warrant Request plus one copy is forwarded to the Law Department. A copy of the request is placed in the Street File and one copy is given to the requesting inspector who is responsible for timely follow-up with the Law Department. If after three (3) business days, no warrant has been issued, the inspector will give the file to the Building Official and request that appropriate follow-up action is taken.
8. When the warrant is returned by the Law Department, it is given to the Building Official who reviews the warrant with the inspector.
9. The inspector takes the warrant to Court for the purpose of obtaining a Judge's order. The completed warrant is then given to the City of Highland Park Police Chief's Office with a copy of the warrant being placed in the Street File.
10. The Law Department shall notify the Building Official of any pending court action resulting from a warrant. The Building Official will ensure that the inspector will be present during any subsequent Court Proceedings until all Court Action has been concluded.
11. If after a warrant has been issued, the violation has been corrected, the inspector shall follow the same procedure outlined above to have the warrant rescinded.

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Building and Safety Engineering Department  
CERTIFICATE OF OCCUPANCY AND FINAL APPROVAL PROCEDURE

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1. Upon completion of new construction, erection, paving or other installation of property improvements, and prior to occupancy or change of Principal Permitted Use of a property, a Certificate of Occupancy shall be required. This requirement applies to all buildings, structures and uses including off street parking lots, outdoor sign structures, outdoor storage, processing operations or activities, communication towers, etc. A permanent Certificate of Occupancy may be initiated by the property owner, tenant, and contractor or authorized agent.
2. The Building Official or his or her designee shall be notified of all requests for Certificates of Occupancy.
3. The Building Official or his or her designee shall compile a Certificate of Occupancy checklist and circulate it among all applicable trade inspectors. The permit number, date of final inspection and the initials of the inspector approving the final inspection must appear on the checklist. The final permits are to be attached to the checklist.
4. When all required signatures are completed, the final checklist and final permit are given to the Office Supervisor who will assign a Senior Clerk to prepare the Certificate of Occupancy for the Building Official's signature.
5. The Senior Clerk will prepare the Certificate of Occupancy, and attach it to the completed checklist and final permits. The package will then be given to the Office Supervisor, who will log the completion and submit it to the Building Official for formal approval.
6. The Building Official shall return the completed Certificate of Occupancy to the Office Supervisor who will log the certificate and return it to the Senior Clerk for distribution of the copies.
7. The original Certificate of Occupancy shall be given to the applicant. Two copies of the Certificate of Occupancy shall be made and distributed to 1) the Street File with the final permit attached, and 2) the Assessor.
8. The Senior Clerk records transaction in a Certificate of Occupancy binder that includes the address, date, certificate number, type of facility, and special conditions such as expiration date for Temporary Certificates of Occupancy only.
9. The Office Supervisor shall keep a log of all Temporary Certificates of Occupancy and will inform the Building Official at least three business days before the expiration of each temporary certificate.
10. Temporary Certificates of Occupancy shall have the original and both copies stamped "Temporary" in red. A Temporary Certificate of Occupancy may be granted for a prior not to exceed nine (9) months only after a Cash or Surety bond, in amount sufficient to effect satisfaction of all conditions of Site Plan approval, is delivered to the Building and Safety Engineering Department by the property owner or tenant per Section 12.4.1 of the Zoning Ordinance.

11. In the instance of a temporary Certificate of Occupancy, when all special conditions have been met, a second checklist is circulated for approvals, and a permanent Certificate of Occupancy is issued.
12. A Certificate of Occupancy shall not be issued until 1) all permits are finalized, 2) site work is completed as required by approved Site Plan, 3) soil erosion permit, if required, is issued, 4) barrier free requirements are met or a variance is granted by the State of Michigan Barrier Free Design Board., and 5) water and sewer tap fees are paid.

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## REQUIREMENTS FOR A CONSTRUCTION BOARD OF APPEALS

The City of Highland Park is establishing and maintaining a Construction Board of Appeals as required in accordance with Section 14 of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230. Attached is a proposed ordinance assuming responsibility for administration and enforcement of the act and the code.

The Construction Board of Appeals will consist of 4 members.

Jeffrey Harrison	Architect	BCS License	#1301053767
James Busha	Professional Engineer	BCS License	#6201044384
Charles R. Scales Jr.	Professional Engineer	BCS License	#6201017273
Sidney W. Cobb	Architect	BCS License	#1301016751

The Construction Board of Appeals will hear appeals related to variance requests to the State of Michigan Building, Electrical, Mechanical and Plumbing codes.

### *The procedures for the Board of Appeals are as follows*

An interested person may appeal a decision of the enforcing agency to the board of appeals in accordance with the act.

An application for an appeal should be based on:

- 1) A claim that the true intent of the code or the rules governing construction has been incorrectly interpreted.
- 2) The provisions of the code do not apply.
- 3) An equal or better form of construction is proposed.

The decision of a local board of appeals may be appealed to the construction code commission in accordance with the act and time frames.

Exception: Requests for barrier free design exception shall be in accordance with 1966 PA 1, MCL 125.1351 to 125.1356.

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- vi. Type of construction as defined by local building codes.
  - vii. A summary in writing including the Code Section Number for the requested variance.
  - viii. A completed application for the Construction Board of Appeals.
  - ix. Any other information that they feel is relevant to their case.
  - x. Payment of the application fee.
2. Once the Building Official receives the application he should schedule a meeting of the Board of Appeals as soon as possible. The Act requires that appeals be heard and a decision rendered and filed with a statement of reasons for the decision, not more than 30 days after submission of the appeal. Proper notice must be distributed to interested parties, the hearing held, and the decision delivered within those 30 days.
  3. The building official shall create a public notice announcing the meeting. It should include the Date, Time, and Location of the meeting and the purpose of the meeting. The notice shall be hand delivered or mailed by first class mail to the applicant and anyone else listed on the application; architect, engineer, contractor. The notice shall be posted in a location that is visible to the public 24-hours a day, 10-days prior to the meeting. It should be posted in multiple locations if possible; local cable channel, city website, local newspaper etc.
  4. The meeting and notices should comply with the open meetings act and will be conducted following Roberts Rules of Order.
  5. Detailed minutes of the meetings will be kept.
    - a. Detailing; time, date, location of the meeting.
    - b. Names of the members of the Board that are present and members that are absent. Whether there is a Quorum present.
    - c. Details of the applicants appeal, including the code sections that they are appealing, all documents, drawings and testimony.
    - d. Names of all individuals that testify during the meeting.
    - e. Exact language of any motions that are made and name of the individual that made the motion, the name of the individual that seconded the motion.
    - f. The roll call of the vote and whether the motion was approved or disapproved.
    - g. If the motion is approved and a variance to the code is granted, a list of any stipulations or conditions that are attached to the variance approval. Reasons that the Board members approved the variance.
    - h. If the variance is not approved, reasons for the denial.
    - i. Draft or proposed minutes are to be available for public inspection not more than 8 business days after the meeting to which the minutes refer.

- j. Approved minutes shall be available for public inspection not later than 5 business days after the meeting at which the minute are approved by the public body.
6. The decision of a local board of appeals may be appealed to the construction code commission in accordance with the act and time frames.
7. Exception: Requests for barrier free design exception shall be in accordance with 1966 PA 1, MCL 125.1351 to 125.1356.

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CITY OF HIGHLAND PARK, MICHIGAN CONSTRUCTION BOARD OF APPEALS PROCEDURES

1. **Application for appeal:** Any person shall have the right to appeal a decision of the code official to the Construction Board of Appeals. An application for appeal shall be based on a claim that the true intent of the City of Highland Park's codes and ordinances legally adopted there under have been incorrectly interpreted, the provisions of the codes and ordinances do not apply, or an equivalent form of construction is to be used.
2. **Membership on Construction board of Appeals:** The Construction Board of Appeals shall consist of four members, one of whom shall be an ex-officio member. The board shall be nominated by the Mayor and appointed by City Council as follows: one for five years, one for four years, one for three years and one for two years. Thereafter, each new member shall serve five years or until a successor has been appointed.
3. **Qualifications of the members of the Construction Board of Appeals:** The Construction Board of Appeals shall consist of four individuals from one of the following professions or disciplines:
  - a. *Registered design professional* who is a registered architect, or a builder or superintendent of building construction with at least ten years' experience, five of which shall have been in responsible charge of work.
  - b. *Registered design professional* with structural engineering or architectural experience.
  - c. *Registered design professional* with mechanical or plumbing engineering experience, or a mechanical or plumbing contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
  - d. *Registered design professional* with electrical engineering experience, or an electrical contractor with at least ten years' experience, five of which shall have been in responsible charge of work.
  - e. *Registered design professional* with fire protection engineering experience, or a fire protection contractor with at least ten years' experience, five of which shall have been in responsible charge of work.

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Application for Construction Code Appeals  
CITY OF HIGHLAND PARK  
12050 Woodward Avenue  
Highland Park, MI 48203  
313-352-0052

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Agency Use Only

Application Fee: \$250.00

Authority: 1972 PA 230 Completion: Voluntary Penalty: Appeal will not be heard	
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Note: The applicant is responsible for all fees applicable to this application.

FACILITY INFORMATION				
FACILITY NAME			ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH FACILITY IS LOCATED				COUNTY
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township    Of: HIGHLAND PARK				
BUILDING DATA				
GROSS FLOOR AREA				
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair				
CLASSIFICATION PER BUILDING CODE				
Building Use _____ Construction Type _____ No. of Occupants _____ Area/Floor _____ No. of Floors _____				
PERMIT HOLDER				
NAME (Company or Individual)		CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)
BUILDING OWNER				
NAME (Company or Individual)		CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)
BUILDING PERMIT AUTHORITY				
ENFORCING AGENCY		BUILDING OFFICIAL NAME		TELEPHONE NUMBER (Include Area Code)
ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER (Include Area Code)
		MI		
SUMMARY OF APPEAL				
CODE UNDER WHICH APPEAL IS SOUGHT				
<input type="checkbox"/> Building (141) <input type="checkbox"/> Electrical (116) <input type="checkbox"/> Mechanical (131) <input type="checkbox"/> Plumbing (99)				
CODE SECTION(S)			Provide copies of the following as appropriate (see instructions for number of copies):	
DESIRED RELIEF (State Briefly)			<input type="checkbox"/> Statement of Facts and Reasoning <input type="checkbox"/> Plans showing proposed changes	
BASIS OF APPEAL (State Briefly)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
APPLICANT (Note: All correspondence will be sent to this address)				
NAME OF COMPANY		APPLICANT NAME		EMAIL ADDRESS
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
APPLICANT SIGNATURE (Must be an original signature)		DATE		FAX NUMBER (Include Area Code)

**Instructions for Application for Construction Board of Appeals**

**Facility Information:** Provide all information requested.

**Building Data:** Provide all information requested from the building permit or plan review.

**Permit Holder:** Provide the information requested for the entity named on the permit.

**Building Owner:** Provide the information requested for the entity that owns the building, which is the subject of the appeal.

**Building Permit Authority:** Provide all information requested for the enforcing agency.

**Summary of Appeal:** Code; provide the code under which an appeal is sought. Code Section(s); provide the code section(s) that are the subject of the appeal. Desired Relief; describe the remedy being sought. Basis of Appeal; provide a brief statement why the requested remedy should be granted. Provide Copies; provide copies of the documents as listed below:

Building Code - 8 copies  
Electrical Code - 8 copies  
Mechanical Code - 8 copies  
Plumbing Code - 8 copies

**Applicant:** Provide all information requested.

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SEP 16 2011

**BUREAU OF CONSTRUCTION CODES**  
OFFICE OF ADMINISTRATIVE SERVICES

City of Highland Park  
Building and Safety Department  
12050 Woodward Avenue  
Highland Park, MI 48203

Validation Area

# City of Highland Park

12050 Woodward Avenue  
Highland Park, MI 48203  
(313) 252-0050

## Special Notice

### Construction Board of Appeals

*Geoffrey Harrison, James Busha, Charles R. Scales Jr. Sidney W. Cobb*

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Wednesday, August 7, 2011

10:00 AM

12050 Woodward Avenue

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#### NOTICE OF SPECIAL MEETING CITY OF HIGHLAND PARK

In compliance with the provisions of Act No. 267 of the Public Acts of 1976, the Open Meetings Act as amended, NOTICE IS HEREBY GIVEN THAT

#### THE CITY OF HIGHLAND PARK CONSTRUCTION BOARD OF APPEALS

has scheduled a Special Meeting for Wednesday, August 7, 2011  
at 10:00 AM Michigan Time  
at the City of Highland Park Robert B. Blackwell Municipal Offices  
12050 Woodward Avenue, Highland Park, Michigan 48203

The purpose of the Special Meeting is to consider an appeal of the 2009 Michigan Building Code submitted by Applicant, Address of Structure Location requesting the Variance.

The Official Minutes of the Construction Board of Appeals meeting are on file in the City Clerk's Office and the approved Minutes shall be available for public inspection no later than 5 business days after the meeting at which the minutes are approved by the Construction Board of Appeals.

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SEP 16 2011

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Mattie P. Carter, City Clerk,

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's Office at 313-252-0050 at least 48 hours prior to the meeting.

Posted August 4, 2011 - 3:00 PM: Robert B. Blackwell Municipal Office and City Web Page

City of Highland Park  
12050 Woodward Avenue  
Highland Park, MI 48203

## Minutes Construction Board of Appeals

### Board Members

Geoffrey Harrison, James Busha, Charles R. Scales Jr., Sidney W. Cobb

### Meeting

Date	Time	Location
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Minutes of the City of Highland Park Construction Board of Appeals Meeting

CALL TO ORDER

ROLL CALL

DETERMINATION OF A QUORUM

ANNOUNCEMENTS/COMMUNICATIONS

NEW BUSINESS

Election of Chairperson

Election of Vice Chairperson

CONSTRUCTION BOARD OF APPEALS PUBLIC HEARING

Location of Structure

Request by Applicant

Applicant Information

Chairperson states the variance request for the record.

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OFFICE OF ADMINISTRATIVE SERVICES

Chairperson requests that City Staff provide a summary of their position.

Chairperson asks for a review of the variances requested and where they occur.

Chairperson asks the applicant or their representative to present their case.

Discussion of the details relevant to the code.

A member of the board may make a motion if they believe that a variance meets the criteria outlined in the Stille-DeRossett-Hale Single Construction Code Act of 1972 PA 230.

The Chairperson asks for a vote of the members of the Construction Board of Appeals.

If a quorum is in place, a majority vote approves the variance request.

If a quorum is in place and there is not a majority approval, the variance request is denied.

If there is no motion made by a member of the board, the variance request is denied.

The Board may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state.

ANY OTHER BUSINESS

ADJOURNMENT

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