



RICK SNYDER  
GOVERNOR

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

STEVEN H. HILFINGER  
DIRECTOR

**CONSTRUCTION CODE COMMISSION  
BUREAU OF CONSTRUCTION CODES**

Conference Room 3, First Floor  
2501 Woodlake Circle  
Okemos, Michigan 48864

**\*\*\*AMENDED AGENDA\*\*\***

January 4, 2012  
9:30 a.m.

1. Call to Order and Determination of Quorum
2. Approval of Agenda (Pages 1-2)
3. Approval of Minutes – October 5, 2011 (Pages 11-19)
4. Director’s Report I. Poke
5. Report of Assistance to Local Enforcing Agencies – Document # 12-07 (Page 20) K. Lambert
6. Performance Evaluation Report I. Poke
  - a) Branch County – Document #12-08 (Pages 21-28)
  - b) Independence Township – Document #12-09 (Pages 29-56)
  - c) Addendum to the City of Royal Oak – Document #12-14 (Pages 57-70)
    - 1) Follow-up with affected communities
7. Applications to Administer and Enforce I. Poke

Genoa Township – Document #12-11 (see packet number 1)  
 Alpena Township – Document #12-12 (Pages 71-97)  
 City of South Haven – Document #12-10 (Pages 98-120)  
 Moorland Township – Document #12-13 (Pages 121-131)
8. Applications for Program Approval – Document # 12-02 (Pages 132-135) L. Lehman

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**Agenda - Construction Code Commission – January 4, 2012**  
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9. Applications for Instructor Approval – Document #12-03 (Pages 136-138) L. Lehman
10. 1986, Act 54 Registration Applicants L. Lehman
  - a) Recommendation of Approval – Document #12-04 a-f (Pages 139-146)
11. Product Approvals
  - a) Rinnai America Corporation (Mechanical) – Document #12-01 (Pages 147-182) K. Kalakay
  - b) Wedi Shower System (Plumbing) – Document #12-15 (Pages 183-186) R. Konyndyk
12. Certificate of Acceptability T. Cordill
  - a) Schweitzer Engineering Laboratories, Inc. – CA #533 – Document #12-05 (Page 187)
13. Code Interpretation **\*\*\*AMENDED\*\*\***
  - a) 2009 MBC Section 3202.2 – Document #12-06 (Pages 188-189) T. Cordill
14. Public Comment
15. Unfinished Business
16. New Business
17. 2012 Schedule – April 4, July 9, October 3
18. Adjournment

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call Jocelyn Krueger at (517) 241-9302 at least 10 work days before the event.



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**CONSTRUCTION CODE COMMISSION**  
**BUREAU OF CONSTRUCTION CODES**  
Conference Room 3, First Floor  
2501 Woodlake Circle  
Okemos, Michigan 48864

**MINUTES**  
July 6, 2011  
9:30 a.m.

**MEMBERS PRESENT**

Mr. William Benoit, Jr. (Chair)  
Mr. Thomas Baldwin  
Mr. Mark Bauer  
Mr. Frederick Butters  
Mr. James Cash  
Mr. Roger Donaldson  
Mr. William Duffield  
Mr. Ronald Farr  
Mr. Robert Jagenberg  
Mr. Sean O'Neil  
Mr. Roger Papineau  
Mr. Matthew Reno  
Mr. Edwin Tatem  
Ms. Beth Yorke

**MEMBERS ABSENT**

Mr. Duane Branch  
Mr. Jack (Clifton) Lewis  
Mr. Nelson McMath

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS PERSONNEL**  
**ATTENDING**

Mr. Irvin J. Poke, Director  
Ms. Keith Lambert, Deputy Director  
Ms. Jocelyn Krueger, Assistant to Mr. Poke  
Ms. Hillary Cushman, Secretary to Ms. Young  
Mr. David Vigas, Director, Office of Management Services  
Ms. Deb Young, Director, Office of Administrative Services  
Mr. Larry Lehman, Chief, Building Division  
Mr. Charles Curtis, Assistant Chief, Building Division  
Mr. Michael Somers, Analyst, Office of Administrative Services  
Mr. James Hennesey, Assistant Chief, Electrical Division  
Mr. Kevin Kalakay, Chief, Mechanical Division  
Mr. Jon Paradine, Assistant Chief, Mechanical Division

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Ms. LeeAnn Allaire, Analyst, Office of Management Services  
Mr. Todd Cordill, Chief, Plan Review Division  
Mr. Robert Konyndyk, Chief, Plumbing Division  
Mr. Andy Neuman, Assistant Chief, Plumbing Division

**OTHERS IN ATTENDANCE**

Mr. Chris Fisher, ABC  
Mr. David Vanderklok, AIA Michigan  
Mr. Donald H. Gilmet, City of Alpena/Alpena Township  
Mr. David Flack, Department of Corrections  
Mr. Michael Archinal, Genoa Township  
Mr. Ron Jones, Resident, Genoa Township  
Mr. Barry Malone, Genoa Township  
Mr. Frank Mancuso, Genoa Township  
Mr. Gregory Need, Genoa Township  
Ms. Kelly VanMarter, Genoa Township  
Mr. Corey Roblee, ICC  
Mr. Boyd Buchanan, LCHBA  
Mr. Steve Crane, LCHBA  
Mr. Stephen Davis, LCHBA  
Ms. Julie Fielek, LCHBA  
Mr. Randy Kalinski, LCHBA  
Mr. Daniel Drew, Livingston County Building Department  
Mr. Jim Rowell, Livingston County Building Department  
Mr. Lee Schwartz, MAHB  
Mr. Mark Kidd, MIACCA  
Mr. Tim DeWitt, MMHA  
Ms. Cynthia Maher, MPMCA  
Mr. Jeffrey Bowdell  
Mr. Michael Sissen

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairperson Benoit called the meeting to order at approximately 9:30 a.m. A quorum was determined present at that time.

**2. APPROVAL OF AGENDA**

Commissioner Donaldson moved to approve the agenda. Commissioner Jagenberg second the motion. **MOTION CARRIED.**

**3. APPROVAL OF MINUTES**

Commissioner Bauer moved to approve the minutes of the April 6, 2011, meeting. Commissioner Baldwin second the motion. **MOTION CARRIED.**

4. **DIRECTOR'S REPORT**

Mr. Poke introduced his new executive assistant, Jocelyn Krueger.

5. **RECOMMENDATION TO CONDUCT PERFORMANCE EVALUATION**  
**Document #11-19**

Mr. Poke presented to the commission for approval a recommendation to conduct a performance evaluation for the Charter Township of Royal Oak.

Commissioner Reno moved to approve the bureau's request to conduct a performance evaluation. Commissioner O'Neil second the motion. **MOTION CARRIED.**

6. **REPORT OF ASSISTANCE TO LOCAL ENFORCING AGENCIES**  
**Document #11-20**

Mr. Keith Lambert presented, for information only, projects for which the bureau is providing assistance.

7. **APPLICATIONS TO ADMINISTER AND ENFORCE**  
**a) Genoa Township - Document #11-29 (see packet #1)**

Mr. Poke presented an Application to Administer and Enforce for the Township of Genoa. It is the recommendation of staff to deny this Application to Administer and Enforce.

The following discussion ensued:

Mr. Poke informed the Commission that a number of deficiencies were present in the documentation submitted by Genoa Township. An attempt by the Township was made to correct the issues, though deficiencies still exist. Definitive information is still required even though a preliminary budget has been provided. Mr. Poke stands by his original recommendation for denial.

Commissioner O'Neil informed the group that his employer, White Lake Township, also retains the services of Genoa Township's current attorney, Mr. Gregory Need. Commissioner O'Neil gave his assurance that this professional relationship will have no effect on his decisions as a Commissioner.

Mr. Lee Schwartz, MAHB, stated his continued opposition to Genoa Township's Application to Administer and Enforce and referenced his concerns as outlined in his June 29, 2011, and July 5, 2011, memorandums.

Mr. Steve Crane, President, LCHBA, stated his organization's opposition to the Genoa Township Application to Administer and Enforce and said fees could go up if other

townships are permitted to follow suit and that the revenue from the 170 applications in Genoa Township currently processed through Livingston County would not create a sustainable revenue stream.

Mr. Ron Jones, Genoa Township resident and former builder, voiced his concerns regarding the attempt to create a separate building department and mentioned the proposed Genoa Township Building Department would only be four miles from the Livingston County Building Department, that additional staff would need to be hired to run the department, and that assistance would still be needed from Livingston County for environmental and drain commission issues.

Mr. Frank Mancuso, attorney for Genoa Township, mentioned the need for a separate building department to address the problem of dangerous structures as it has been assumed the county does not have enough manpower to handle the structures. Mr. Mancuso also explained that the complaints they have received center around the length of Livingston County's approval time for small project permits.

Mr. Gregory Need, attorney representing Genoa Township, confirmed that all three inspectors for Genoa Township would also be SafeBuilt employees and that their fees are in line with those charged by Livingston County. The department revenue will not be used to enforce zoning ordinances. Mr. Need also indicated that the questionable language stating a permit would expire in 180 days if no inspection is requested would be removed from their application and that a complete breakdown of inspection fees would be provided to the Commission.

Mr. Poke indicated that it is his understanding that work is being completed within Genoa Township without the proper permits being pulled and that the alleged non-responsiveness of Livingston County was never brought to the bureau's attention. Commissioner Duffield also asked whether any manufactured housing communities exist within Genoa Township's jurisdiction and Mr. Michael Archinal, Genoa Township Manager, confirmed the existence of the communities.

Mr. Jim Rowell, Livingston County building official, licensed contractor, and Genoa Township resident noted that as a private company, SafeBuilt documents would not be subject to the Freedom of Information Act (FOIA) and that Genoa Township was inactive on this issue before a financial incentive for a separate building department was introduced. In addressing structures that need to be demolished, Mr. Rowell indicated that an ordinance already exists that blankets the entire county regarding unsafe structures. A recommendation for denial is supported.

Commissioner Yorke moved to accept the bureau's recommendation to deny the Genoa Charter Township Application to Administer and Enforce. Commissioner Reno second the motion. **MOTION CARRIED.**

**b) City of Alpena - Document #11-30 (see packet #2)**

Mr. Irvin Poke presented an Application to Administer and Enforce for the City of Alpena. It is the recommendation of staff to deny this Application to Administer and Enforce.

The following discussion ensued:

Mr. Poke advised the Commission that information had been received by his office a day earlier in which the City of Alpena and Alpena Township attempted to address and rectify the deficient items. Upon cursory review, the applications are still deficient and the recommendation for denial still stands.

Mr. Donald Gilmet, Building Official representing the City of Alpena and Alpena Township, stated that they have always used the state for electrical, mechanical, and plumbing inspections but that an eight day wait on an electrical inspector's visit is unacceptable. If the state could offer inspections more than once per week, they would be happy to withdraw their application. Mr. Gilmet also addressed the additional deficiencies, including the fee schedule, and asked the Commission to go against the recommendation of staff for denial.

Mr. Poke and Chairman Benoit reiterated that staff has not had enough time to completely review the proposed corrections.

Commissioner O'Neil moved to accept the bureau's recommendation to deny the City of Alpena Application to Administer and Enforce. Commissioner Donaldson second the motion. **MOTION CARRIED.**

**c) Alpena Township - Document #11-31 (see packet #3)**

Mr. Irvin Poke presented an Application to Administer and Enforce for Alpena Township. It is the recommendation of staff to deny this Application to Administer and Enforce.

Commissioner Donaldson moved to accept the bureau's recommendation to deny the Alpena Charter Township Application to Administer and Enforce. Commissioner Bauer second the motion. **MOTION CARRIED.**

**d) City of Highland Park - Document #11-32 (see packet #4)**

Mr. Irvin Poke presented an Application to Administer and Enforce for the City of Highland Park. It is the recommendation of staff to deny this Application to Administer and Enforce.

Commissioner Baldwin moved to accept the bureau's recommendation to deny the City of Highland Park Application to Administer and Enforce. Commissioner O'Neil second the motion. **MOTION CARRIED.**

8. **RESCINDING ORDINANCES**

**Document #11-21**

Mr. Somers presented information on several rescinding ordinance recommendations. Both the City of St. Ignace and St. Ignace Township would like to rescind their building code authorities to the bureau, which currently provides mechanical, plumbing, and electrical enforcement authority. The City of Charlotte would like to rescind their authority to Eaton County. It is the bureau's recommendation to approve all of the requests.

Commissioner Reno moved to accept the bureau's recommendation to accept the bureau's recommendation to approve all rescinding ordinance requests. Commissioner Duffield second the motion. **MOTION CARRIED.**

9. **APPLICATIONS FOR PROGRAM APPROVAL**

**Document #11-16**

Mr. Larry Lehman presented a list of continuing education program applications for approval. The programs were reviewed and found to be in compliance with the registration rules and it is the recommendation of staff that the programs be approved.

Commissioner Bauer moved to accept the recommendation of staff to approve the programs. Commissioner Reno second the motion. **MOTION CARRIED.**

10. **APPLICATIONS FOR CONTINUING EDUCATION INSTRUCTOR APPROVAL**

**Document #11-17**

Mr. Larry Lehman presented a list of continuing education instructor applications for approval. Each has documented training and education in compliance with the registration rules, and it is the recommendation of staff that the instructors be approved.

Commissioner O'Neil moved to accept the recommendation of staff to approve the instructors. Commissioner Donaldson second the motion. **MOTION CARRIED.**

11. **APPLICATIONS FOR INSPECTOR REGISTRATION**

**a) Document #11-18 a-f**

Mr. Larry Lehman presented a list of applications for registration as building officials, building inspectors, plan reviewers, electrical inspectors, mechanical inspectors and plumbing inspectors. It is the recommendation of staff that the individuals listed be approved.

Chairman Benoit asked if it can be verified that the individuals listed are employed by the enforcing agency. Mr. Lehman indicated that they are to the best of his knowledge.

Commissioner Reno moved to accept the recommendation of staff to approve the applications as submitted. Commissioner O'Neil second the motion pending the employment verification of the applicants by Mr. Lehman. **MOTION CARRIED.**

**b) Document #11-15**

Mr. Poke presented information regarding the application of Mr. Michael R. Owens. Records show Mr. Owens has been working as an unregistered electrical inspector for Royal Oak Township. It was discovered Mr. Owens submitted false information pertaining to his 2009 application for registration and was found to be performing inspections without being registered in accordance with the act. It is the recommendation of staff that Mr. Owens' application for registration be denied.

Commissioner Baldwin moved to accept the recommendation of staff to deny Mr. Owens' application for registration. Commissioner Jagenberg second the motion. **MOTION CARRIED.**

**12. PRODUCT APPROVALS**

Mr. Kalakay presented the following product for installation and use in the State of Michigan. It is the recommendation of staff and the Board of Mechanical Rules that the following products be approved:

**a) Watts Radiant (Mechanical) – Document #11-22**

Commissioner Jagenberg moved to accept the recommendation of staff to approve this product for installation and use in the State of Michigan subject to the conditions of use and installation. Commissioner Reno second the motion. **MOTION CARRIED.**

Mr. Konyndayk presented the following product for installation and use in the State of Michigan. It is the recommendation of staff and the State Plumbing Board that the following products be approved:

**b) Mr. Jason Sisler (Plumbing) – Document #11-23**

**c) American Hometec, Inc. (Plumbing) – Document #11-24**

**d) Kohler Company (Plumbing) – Document #11-25**

Commissioner Tatem moved to accept the recommendation of staff to approve these products for installation and use in the State of Michigan subject to the conditions of use and installation. Commissioner York second the motion. MOTION CARRIED.

13. CERTIFICATE OF ACCEPTABILITY

Mr. Cordill presented the following certificates of acceptability for approval:

a) CID Associates, Inc. – CA #529 – Document #11-26

b) Sturdisteel Co-Div of Schultz Industries, Inc. – CA #514 – Document #11-27

c) Shelter One, Inc. – CA #530 – Document #11-28

Mr. Cordill mentioned that previous documents included a typographical error stating the company name as Shelton One, Inc. The errors have since been corrected to reflect the correct name, Shelter One, Inc.

Commissioner Reno moved to accept the recommendation of staff to approve the certificates of acceptability. Commissioner O'Neil second the motion. MOTION CARRIED.

14. PUBLIC COMMENT

NONE

15. OLD BUSINESS

NONE

16. NEW BUSINESS

NONE

17. 2011 MEETING SCHEDULE – October 5

18. ADJOURNMENT

Commissioner Bauer moved to adjourn the meeting at approximately 11:36 AM. Commissioner O'Neil second the motion. MOTION CARRIED.

APPROVED:



Chairman, Construction Code Commission

10/5/11

Date



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
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2501 Woodlake Circle  
Okemos, Michigan 48864

**MINUTES**  
October 5, 2011  
9:30 a.m.

**MEMBERS PRESENT**

Mr. William Benoit, Jr. (Chair)  
Mr. Duane Branch  
Mr. Frederick Butters  
Mr. James Cash  
Mr. Roger Donaldson  
Mr. William Duffield  
Mr. Robert Jagenberg  
Mr. Jack (Clifton) Lewis  
Mr. Tony Sanfilippo (for Mr. Ronald Farr)  
Mr. Roger Papineau  
Mr. Matthew Reno  
Mr. Edwin Tatem  
Ms. Beth Yorke

**MEMBERS ABSENT**

Mr. Thomas Baldwin  
Mr. Nelson McMath  
Mr. Sean O'Neil

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS PERSONNEL**  
**ATTENDING**

Mr. Irvin J. Poke, Director  
Ms. Keith Lambert, Deputy Director  
Ms. Jocelyn Krueger, Assistant to Mr. Poke  
Ms. Hillary Cushman, Secretary to Ms. Young  
Ms. Deb Young, Director, Office of Administrative Services  
Mr. Michael Somers, Analyst, Office of Administrative Services  
Mr. David Vigas, Director, Office of Management Services  
Ms. LeeAnn Allaire, Analyst, Office of Management Services  
Mr. Larry Lehman, Chief, Building Division  
Mr. Charles Curtis, Assistant Chief, Building Division  
Mr. Dan O'Donnell, Chief, Electrical Division  
Mr. James Hennesey, Assistant Chief, Electrical Division  
Mr. Kevin Kalakay, Chief, Mechanical Division

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Mr. Jon Paradine, Assistant Chief, Mechanical Division  
Mr. Christopher Beland, Director, Office of Land Survey and Remonumentation  
Ms. Angela Sanderson, Secretary to Mr. Beland, Office of Land Survey and Remonumentation  
Mr. Kevin O'Brien, Land Surveyor, Office of Land Survey and Remonumentation  
Mr. Todd Cordill, Chief, Plan Review Division  
Mr. George Herrity, Assistant Chief, Plan Review Division  
Mr. Robert Konyndyk, Chief, Plumbing Division  
Mr. Andy Neuman, Assistant Chief, Plumbing Division

**OTHERS IN ATTENDANCE**

Mr. David Vanderklok, AIA Michigan  
Mr. Donald H. Gilmet, City of Alpena/Alpena Township  
Mr. David Flack, Department of Corrections  
Mr. Michael Archinal, Genoa Township  
Mr. Gary McCririe, Genoa Township  
Mr. Dennis Smith, Genoa Township  
Ms. Kelly VanMarter, Genoa Township  
Mr. Boyd Buchanan, HBALC  
Mr. Jim Campbell, HBALC  
Mr. Corey Roblee, ICC  
Mr. Daniel Drew, Livingston County Building Department  
Mr. Jim Rowell, Livingston County Building Department  
Mr. Lee Schwartz, MAHB  
Mr. Tim DeWitt, MMHA  
Ms. Cynthia Maher, MPMCA  
Mr. Ron Brown, NFSA  
Mr. Chris Hamilton, SCMCCI  
Mr. Joseph E. Israel, SCMCCI  
Mr. Lynn Briggs, SMACNA/MIAM  
Representative Peter Pettalia, 106<sup>th</sup> District

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairperson Benoit called the meeting to order at approximately 9:30 a.m. A quorum was determined present at that time.

**2. APPROVAL OF AGENDA**

Mr. Poke indicated that agenda item number 5 actually needs to be reported on after agenda item number 6. Commissioner Jagenberg moved to support the approval of the agenda as mentioned by Mr. Poke. Commissioner Reno second the motion. **MOTION CARRIED.**

3. **APPROVAL OF MINUTES**

Commissioner Donaldson moved to approve the minutes of the July 6, 2011 meeting. Commissioner Duffield second the motion. **MOTION CARRIED.**

4. **DIRECTOR'S REPORT**

Mr. Poke reported that a notice was sent to the commissioners informing them that an Advisory Rules Committee (ARC) has been established to review LARA's various inspection and permitting processes. ARC will specifically address BCC's building permits process. Applications to serve on the committee were due by September 30, 2011.

Several new appointments have been made to the Electrical Administrative Board though a new chairperson has yet to be named. Mr. Poke reminded the commission that chairpersons for the Electrical Administrative Board, the Board of Mechanical Rules, and the State Plumbing Board are all appointed by the Governor and as a result, also serve as Ex Officio members of the Construction Code Commission.

Mr. Poke noted the passing of House Bill 4561 out of committee last week. The bill now goes to the House floor and monitoring of its progress will continue.

5. **PERFORMANCE EVALUATION REPORT**  
**Charter Township of Royal Oak - Document #11-41**

Mr. Poke presented a performance evaluation report for the Charter Township of Royal Oak. The performance evaluation was initiated after the bureau learned that an unregistered electrical inspector had been performing inspections for approximately seven years. The bureau requests that the commission approve the recommendations as outlined within the report.

Commissioner Branch moved to approve the recommendations of staff. Commissioner Reno second the motion. **MOTION CARRIED.**

6. **RECOMMENDATION TO CONDUCT PERFORMANCE EVALUATION**  
**City of Lathrup Village/Oakland County - Document #11-45**

Mr. Poke indicated that this recommendation to conduct a performance evaluation is a result of two inspectors failing to perform adequately as outlined within Charter Township of Royal Oak's performance evaluation report. The inspectors were also found to be performing inspections within the City of Lathrup Village in Oakland County. The bureau recommends that the commission approve a performance evaluation be conducted of the City of Lathrup Village building department.

Commissioner Jagenberg moved to approve the recommendation of staff to conduct a performance evaluation of the City of Lathrup Village building department. Commissioner Branch second the motion. **MOTION CARRIED.**

7. **APPLICATIONS TO ADMINISTER AND ENFORCE**

a) **Genoa Township - Document #11-39 (packet #1)**

Mr. Poke presented an Application to Administer and Enforce for the Township of Genoa. Genoa Township submitted a response to the ten items identified by the commission as deficient before the start of the meeting, though enough time had not been given to review their response. It is the recommendation of staff to deny this Application to Administer and Enforce.

Mr. Gary McCririe, Genoa Township Supervisor, was first to address the commission and stressed that their ultimate goal is to provide better service to the taxpayers within Genoa Township. He asked that the commission conditionally approve their application. Mr. Poke mentioned that one of the inspectors listed within the township's application, who he refrained from naming, was just the subject of another performance evaluation that will come before this commission. He planned to discuss with Mr. McCririe in camera following the meeting.

Mr. Michael Archinal, Genoa Township Manager, stated that a lot of the issues resulting from the last two applications surrounded the delegation of policing powers. The township has severed all ties with SafeBuilt with their most recent application reflecting hourly building and trade inspectors. Mr. Archinal indicated that if this application is denied, they will keep reapplying to the commission until their application is approved.

Mr. Jim Rowell, Livingston County Building Department, commented that he has yet to identify any of the complaints that are repeatedly mentioned by Genoa Township. Mr. Boyd Buchanan, HBALC, reiterated that the county continues to run efficiently and effectively and the township has not demonstrated need.

Mr. Poke noted that the application was not reviewed based upon need but upon the ability of the township to demonstrate that they are qualified to enforce codes. The bureau happened to stumble upon the township trying to create a building department without the proper approval of this commission. Once approval is granted by the commission, the bureau does not have the ability to look into township practices until a complaint is received.

Mr. Dennis Smith, Genoa Township, urged the consideration of the conditional approval of the application as he considers the remaining deficiencies to be minor housekeeping issues. Commissioner Duffield indicated he would support conditional approval with the condition being that bureau staff is happy with the remaining details. Mr. Poke asked whether the township plans on contracting with a third party in the future. Mr. Archinal responded that they do not. Mr. Poke suggested that conditional approval could center on

the township having to obtain approval from the commission if they were to seek the services of a third party in the future.

Commissioner Duffield moved to deny this Application to Administer and Enforce. Commissioner Yorke second the motion. **MOTION CARRIED.**

After the motion, Chairperson Benoit thanked the township for their continued efforts to submit a complete application. Commissioner Lewis asked if the state provides assistance in vetting inspectors. Mr. Poke answered that the bureau is limited to the confirmation that an inspector is registered. The issue of tracking problem inspectors will be brought to the attention of Inspecting and Permitting Advisory Rules Committee.

**b) City of Alpena - Document #11-37 (packet #2)**

Mr. Poke presented an Application to Administer and Enforce for the City of Alpena. It is the recommendation of staff to deny this Application to Administer and Enforce.

Mr. Donald H. Gilmet, representing the City of Alpena/Alpena Township, noted that the bureau's online documentation does not provide a clear interpretation of what is needed for approval. Mr. Gilmet mentioned his back and forth discussions with Mike Somers and the additional information provided to the commission before the start of the meeting. Representative Pettalia was also invited by Mr. Gilmet to attend today's meeting. Mr. Poke suggested the tabling of this item until the end of the meeting to give staff appropriate time to review the information Mr. Gilmet had provided at the start of the meeting.

Representative Peter Pettalia, 106<sup>th</sup> District, stressed Governor Snyder's push to streamline state processes and that many people are currently not applying for permits because they see the steps as too cumbersome. He also mentioned efforts to require the purchaser of a new water heater or other system to pull a permit at the time of the sale. The Representative also mentioned his involvement as Vice Chair of the Local, Intergovernmental, and Regional Affairs Committee and extended any possible assistance his position could provide to the bureau in making their process more customer friendly and strongly encouraged the approval of the City of Alpena's application.

Commissioner Reno confirmed with Mr. Gilmet that the City of Alpena is currently approved to administer the building code and that they are currently only applying to administer the electrical code because the state's electrical inspector is currently traveling from St. Ignace and services Alpena on Wednesdays. Prior to a change in inspectors, the state's electrical inspector had resided in Alpena.

Commissioner Reno moved to table this item to Item 14 on the agenda titled Unfinished Business. Commissioner Branch second the motion. **MOTION CARRIED.**

**c) Alpena Township - Document #11-38 (packet #3)**

Mr. Poke presented an Application to Administer and Enforce for Alpena Township and indicated nine problem items still remain. Mr. Poke asked Mr. Gilmet whether the township plans on directly hiring an inspector or entering into an agreement with the City of Alpena. Mr. Gilmet responded that they will not be entering into an agreement but that they do plan to hire the same electrical inspector. Mr. Poke also suggested the tabling of this item until the end of the meeting to give staff appropriate time to review the most recent information provided by Mr. Gilmet.

Commissioner Reno moved to table this item to Item 14 on the agenda titled Unfinished Business. Commissioner Donaldson second the motion. **MOTION CARRIED.**

**d) City of Highland Park - Document #11-40 (packet #4)**

Mr. Irvin Poke presented an Application to Administer and Enforce for the City of Highland Park. It is the recommendation of staff to deny this Application to Administer and Enforce. Discussion included the deficient items within the application, including outdated terminology and code references.

Commissioner Donaldson moved to deny the City of Highland Park's Application to Administer and Enforce. Commissioner Branch second the motion. **MOTION CARRIED.**

**8. APPLICATIONS FOR PROGRAM APPROVAL  
Document #11-33**

Mr. Larry Lehman presented a list of continuing education program applications for approval. The programs were reviewed and found to be in compliance with the registration rules and it is the recommendation of staff that the programs be approved.

Commissioner Reno moved to approve the applications as submitted. Commissioner Yorke second the motion. **MOTION CARRIED.**

**9. APPLICATIONS FOR INSTRUCTOR APPROVAL  
Document #11-34**

Mr. Larry Lehman presented a list of continuing education program applications for approval. The programs were reviewed and found to be in compliance with the registration rules and it is the recommendation of staff that the programs be approved.

Commissioner Reno moved to approve the programs. Commissioner Lewis second the motion. **MOTION CARRIED.**

10. **APPLICATIONS FOR INSPECTOR REGISTRATION**

a) **Document #11-35 a-d**

Mr. Larry Lehman presented a list of applications for registration as building officials, building inspectors, plan reviewers and electrical inspectors. It is the recommendation of staff that the individuals listed be approved.

Commissioner Branch moved to approve the applications as submitted. Commissioner Donaldson second the motion. **MOTION CARRIED.**

11. **PRODUCT APPROVALS**

Mr. Konyndyk presented the following products for installation and use in the State of Michigan. It is the recommendation of staff and the State Plumbing Board that the following products be approved:

a) **Sure Seal, LLC (Plumbing) – Document #11-43**

b) **John Guest USA Inc. (Plumbing) – Document #11-44**

Commissioner Branch moved to approve these products for installation and use in the State of Michigan subject to the conditions of use and installation. Commissioner Lewis second the motion. **MOTION CARRIED.**

12. **CERTIFICATE OF ACCEPTABILITY**

Mr. Cordill presented the following certificates of acceptability for approval:

a) **Mobile Modular Express II LLC – CA #534 – Document #11-36**

Commissioner Duffield indicated he has a business relationship with this company and would therefore be abstaining from the vote.

Commissioner Yorke moved to approve the certificates of acceptability. Commissioner Reno second the motion. Commissioner Duffield abstained. **MOTION CARRIED.**

b) **Systems Control Division of Northern Star Industries – CA #532 – Document #11-42**

Commissioner Cash moved to approve the certificates of acceptability. Commissioner Duffield second the motion. **MOTION CARRIED.**

13. **PUBLIC COMMENT**

Mr. Lynn Briggs, SMACNA/MIAM, expressed his concern over the state's position on HB 4561. He explained that HB 4561 extends the cycle of code updates to six years as

opposed to the current three years. If the legislation is passed, it could jeopardize those positions dependant upon ICC's three year cycle. Mr. Lee Schwartz, MAHB, believes the legislation is being misinterpreted and countered that under the this bill, LARA's director could use discretion and implement a code cycle that is three years, six years or any amount of time in between. Mr. Schwartz also mentioned the cost of having to keep up with new editions of code books and the large revenue stream it has provided to ICC. Further, this legislation would prevent LARA's director from supplementing codes without first going through the Legislature. Mr. Ron Brown, NFSA, voiced his association's opposition to HB 4561 and described the removal of the residential sprinkler requirement and its subsequent impact on the insurance industry. His concern is that city ratings across the state could be diminished, as they have been in Novi, causing an increase in insurance costs. Mr. Schwartz noted that the ratings are determined by staffing.

Commissioner Benoit thanked Mr. Lehman for his creation of the Frequently Asked Questions document regarding mobile homes. The document was subsequently turned into a pamphlet and mailed out by MMHA to inspectors, municipalities and its members.

14. **UNFINISHED BUSINESS**

**City of Alpena - Document #11-37 (packet #2)**

Mr. Michael Somers, Analyst, Office of Administrative Services, indicated that upon his cursory review of the information, it appears that three of the four items have been addressed. However, Mr. Somers has some concerns regarding the methods used by the City of Alpena to calculate the fees and the cost to the city to provide the services and is therefore not yet ready to recommend approval. Commissioner Yorke inquired with Mr. Gilmet on how long it would take them to submit the necessary information. Mr. Gilmet responded that it could probably happen within ten days.

Commissioner Yorke moved to conditionally approve the City of Alpena's Application to Administer and Enforce based on the timely receipt of follow-up documentation from Mr. Gilmet. Commissioner Lewis second the motion. **MOTION CARRIED.**

**Alpena Township - Document #11-38 (packet #3)**

Mr. Somers expressed numerous concerns regarding some of the findings uncovered upon his cursory review of the recently submitted information by Mr. Gilmet. In short, Mr. Somers stated that he still has questions pertaining to the methods used for calculating fees and the number of permits issued. Mr. Gilmet asked for conditional approval of the application as more information can be provided within 30 days. Mr. Poke responded that the items still in question are not new items and that township needs to take responsibility for their actions.

Commissioner Branch moved to deny Alpena Township's Application to Administer and Enforce. Commissioner Butters second the motion. Commissioner Tatem opposed. **MOTION CARRIED.**

15. **NEW BUSINESS**

Mr. Poke informed the commission that the bureau has entered into an agreement with the City of Pontiac to do inspections for their NSP II neighborhood stability project. The agreement involves using federal funds to demolish dilapidated buildings and to remodel some existing single and multi family homes as well as some commercial properties. The bureau was asked to assist after concerns were expressed about Pontiac's situation and their possible inability to meet federally mandated project deadlines. A meeting was held on Monday which included the Michigan Land Bank, DTMB and developers to discuss the various roles and processes within the project. The City of Pontiac was not present at Monday's meeting.

16. **2012 MEETING SCHEDULE** – January 4, April 4, July 9, October 3

17. **ADJOURNMENT**

Commissioner Branch moved to adjourn the meeting at approximately 12:10 PM. Commissioner Jagenberg second the motion. **MOTION CARRIED.**

APPROVED:

\_\_\_\_\_  
Chairman, Construction Code Commission

\_\_\_\_\_  
Date



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 #12-07

December 28, 2011

TO: Members of the Construction Code Commission  
FROM: Keith Lambert, Deputy Director *KEZ*  
SUBJECT: Report of Assistance to Local Enforcing Agencies

The Bureau has granted temporary assistance as follows:

1. Village of Bloomingdale/VanBuren County  
Plumbing code plan review, permit and inspection services
2. Western Michigan University  
Plan review, building, electrical, mechanical and plumbing permit services  
Project: Administration Substation Replacement Project
3. Oshtemo Charter Township/Kalamazoo County  
Plan review services for electrical, fire suppression and mechanical
4. Grand Valley State University  
Plan review services  
Project: Padnos Hall building
5. Wayne State University  
Plan review, building, electrical, mechanical and plumbing permit services  
Project: Parking Structure 8 (South Village Parking Structure)

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# Performance Evaluation Report

## BRANCH COUNTY PE 11-002

*Prepared for  
State Construction Code Commission*

*January 4, 2012*

*Irvin J. Poke, AIA, Director  
Bureau of Construction Codes*

Steven H. Hilfinger, Director  
Department of Licensing and Regulatory Affairs

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

BRANCH COUNTY  
PERFORMANCE EVALUATION REPORT

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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
REPORT ON THE PERFORMANCE EVALUATION OF  
BRANCH COUNTY

**FOREWORD**

On September 14, 2011, Bureau of Construction Codes (BCC) staff conducted a performance evaluation of Branch County's code administration and enforcement program.

The authority for this action is found in Section 9b(1) of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1509b, which states, in part, that:

The director, as prescribed in this section, may conduct a performance evaluation of an enforcing agency to assure that the administration and enforcement of this act and the code is being done pursuant to either section 8a or 8b.

A performance evaluation of local code enforcement may be conducted by the BCC when authorized by the State Construction Code Commission (SCCC) or at the request of a local enforcing agency. This performance evaluation was requested by the local enforcing agency.

The purpose of the evaluation was to determine the adequacy of the local code enforcement program within Branch County. The evaluation consisted of an assessment of the administrative procedures, department records, plan review functions, and field inspection procedures utilized by the County. The evaluation also included a review of randomly selected permit files and projects under construction.

This report contains a listing of the findings from the evaluation and recommendations for the continuance of program compliance.

## FINDINGS

In accordance with the provisions of Section 8b of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230; MCL 125.1501 et seq, (hereinafter referred to as the "Act"), Branch County (hereinafter referred to as the "County"), in accordance with Section 8b (4) of the Act, submitted a notice of intent within the required time frame which declared its intent to continue to assume the responsibility for administering and enforcing the Michigan Building, Electrical, Mechanical and Plumbing Codes.

County representatives present and/or assisting in the September 14, 2011, performance evaluation were: Scott Winter, Building Official, Building Inspector, and Plan Reviewer (Registration No. 005400); Douglas Scott, Building Official, Electrical Inspector and Plan Reviewer (Registration No. 004250); and Terry Thatcher, Mechanical Inspector, Plumbing Inspector and Plan Reviewer (Registration No. 004741). The County does not currently employ any administrative or clerical personnel within the department of building safety.

The County's Building Department is located at 570 Marshall Road, Coldwater, Michigan, and maintains regular weekday office hours of 8:00 a.m. to 4:30 p.m. (Eastern Standard Time) Monday through Friday. Building Official Scott Winter is directly employed on a full time basis by the County and is compensated on a salaried basis. Messrs. Scott and Thatcher are directly employed by the County on a part time basis for 24 hours a week and are compensated at an hourly rate. All inspectors and plan reviewers employed by the County are properly registered as code officials in accordance with 1986 PA 54.

The bureau finds that the construction code administration and enforcement program within Branch County is currently in compliance with applicable laws and rules. The following list provides information detailing the findings of the performance evaluation.

1. Based upon a review of the permit files within the building department, it was found that the County currently has a substantial amount of open permits. The records reflect open and/or expired permits that have been issued as far back as 2004 and appear to have not been actively monitored. The records were very organized and were arranged in chronological order by year of issue. However, the backlog of open permits if allowed to continue may create situations where violations remain uncorrected for projects where occupancy has taken place without the issuance of a proper Certificate of Use and Occupancy.

2. Based upon a review of the documentation maintained within the building department, it was discovered that the County utilizes proper forms and applications, requires the submission of full and detailed plans and construction drawings, performs and documents the review of plans and the conduct of inspections, and generates permit files that contain substantial documentation related to construction performed at an address. The County's files are arranged alphabetically by street name and numerically by street address and contain information relating to all permit applications, permits, plans, if small enough, inspection reports, plan review reports with attached approval and denial letters, copies of violation and correction notices, certificates of use and occupancy, and other documentation related to construction at an address required by local agencies. The permit files are labeled for easy identification and for retrieval of records. However, it was found that the County currently has a substantial backlog of documents that

have not been placed within the corresponding permit files. This existing backlog of unfiled documents may lead to difficulty in locating documents upon a formal and specific request.

3. A review of the County's current Schedule of Fees for construction code services revealed that the fee schedule has not been revised or updated since March 3, 2009. The authorization for the establishment of reasonable fees to provide construction code acts and services is found in Section 22 of the Act, which states, in part:

The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals under this act, which fees shall be intended to bear a reasonable relation to the cost, including overhead, to the governmental subdivision...including, without limitation, those services and acts as, in case of an enforcing agency, issuance of building permits, examination of plans and specifications, inspection of construction, and the issuance of certificates of use and occupancy, and, in case of a board of appeals, hearing appeals in accordance with this act.

## RECOMMENDATIONS

Based on the findings of this performance evaluation, the bureau finds that the construction code administration and enforcement program within Branch County is currently in compliance with applicable laws and rules. However, to ensure the County's continued compliance with all applicable statutes, the following recommendations are set forth:

1. It is recommended that the County establish, maintain and utilize a formal written procedure to actively monitor and follow up on all issued permits including those that remain open past code provisions. The written procedure shall also include a timeline to accomplish disposing of the volume of inactive permits and shall be submitted to the bureau within 60 days of approval of this report.
2. It is recommended that the County establish, maintain and utilize a formal written recordkeeping policy directing the filing of official documents in the appropriate files within a 60 day period of time. The County shall also eliminate its backlog of unfiled documents with 60 days of approval of this report and shall submit its written policy to the bureau within 60 days of approval of this report.
3. It is recommended that the County update its Schedule of Fees to assure reasonable fees are being charged for plan reviews, permits and inspections, appeals and other

services in accordance with Section 22 of the Act. The County shall submit a written report regarding the findings from the review to the bureau within 60 days of approval of this report.

4. The County shall comply with recommendations 1, 2 and 3 within 60 days of approval of this report or alternatively provide a report to the Commission providing the reasons for not implementing the recommendations within 90 days of acceptance of this report by the Commission. Due to the County's current level of compliance, no further action or corrective measures are required at this time. Therefore, it is determined that a re-evaluation of the County's construction code administration and enforcement program is unnecessary. The County's performance evaluation file shall be closed upon receipt of appropriate submissions addressing the recommendations contained within this report. The County is advised that, pursuant to Section 9b of the Act, failure to comply with the recommendations may result in the issuance of a Notice of Intent to Withdraw Code Administration and Enforcement Responsibilities from the County.

  
\_\_\_\_\_  
Irvin J. Poke, AIA  
Director  
Bureau of Construction Codes

08 December 2011  
Date

Performance Evaluation Report

CHARTER TOWNSHIP OF INDEPENDENCE  
OAKLAND COUNTY  
PE 11-004

*Prepared for  
State Construction Code Commission*

*January 4, 2012*

*Irvin J. Poke, AIA, Director  
Bureau of Construction Codes*

Steven H. Hilfinger, Director  
Department of Licensing and Regulatory Affairs

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

CHARTER TOWNSHIP OF INDEPENDENCE  
PERFORMANCE EVALUATION REPORT

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STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
REPORT ON THE PERFORMANCE EVALUATION OF  
CHARTER TOWNSHIP OF INDEPENDENCE

**FOREWORD**

On September 28, 2011, Bureau of Construction Codes (BCC) staff conducted a performance evaluation of Independence Township's code administration and enforcement program.

The authority for this action is found in Section 9b(1) of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1509b, which states, in part, that:

The director, as prescribed in this section, may conduct a performance evaluation of an enforcing agency to assure that the administration and enforcement of this act and the code is being done pursuant to either section 8a or 8b. A performance evaluation may only be conducted either at the request of the local enforcing agency or upon the receipt of a written complaint.

A performance evaluation of local code enforcement may be conducted by the BCC when authorized by the State Construction Code Commission (SCCC) or at the request of a local enforcing agency. This performance evaluation was requested by the local enforcing agency.

The purpose of the evaluation was to determine the adequacy of the local code enforcement program within Independence Township. The evaluation consisted of an assessment of the administrative procedures, department records, plan review functions, and field inspection procedures utilized by the Township. The evaluation also included a review of randomly selected permit files and projects under construction.

This report contains a listing of the findings from the evaluation and recommendations for program compliance.

## FINDINGS

In accordance with the provisions of Section 8b of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230; MCL 125.1501 et seq, (hereinafter referred to as the "Act"), Independence Township (hereinafter referred to as the "Township"), in accordance with Section 8b (4) of the Act, submitted a notice of intent within the required time frame which declared its intent to continue to assume the responsibility for administering and enforcing the Michigan Building, Electrical, Mechanical and Plumbing Codes.

Township representatives present and/or assisting in the September 28, 2011, performance evaluation were: David Belcher, Building Official, Building Inspector, and Plan Reviewer (Registration No. 004331); Ron Shelton, Electrical Inspector and Plan Reviewer (Registration No. 000466); and Merle West, Mechanical Inspector, Plumbing Inspector and Plan Reviewer (Registration No. 004108). Nedra Lambert is the clerk of the Department of Building, Planning and Zoning and is directly employed on a full time salaried basis by the Township.

The Township's Department of Building, Planning and Zoning is located at 6483 Waldon Center Drive, Independence Township, Michigan, and maintains regular weekday office hours of 8:00 a.m. to 5:00 p.m. (Eastern Standard Time) Monday through Friday. Building Official David Belcher is a full time Township employee and is compensated on a salaried basis. Messrs. Shelton and West are both signed under contractual agreements for code official services that are reviewed for renewal every 90 days. They are not considered direct Township employees and perform inspections for the Township on Tuesdays and Thursdays. All inspectors and plan reviewers employed and utilized by the Township are properly registered as code officials in accordance with 1986 PA 54.

The bureau has identified deficiencies in the manner in which codes are administered and enforced by the Township. The following list provides information on the identified areas of concern.

1. The Township does not document the review of plans which are required to be submitted with applications for building and trade permits. Although it was found that the Township charged and accepted fees for plan review services, there was no documentation that plan reviews were performed to determine compliance with the codes prior to the issuance of permits. There were no copies of plan review reports or checklists in the permit files reviewed during the evaluation. There was no documentation that the Township reviewed plans during inspections to verify construction is being performed in accordance with approved plans and the code. There were no records of approved sets of drawings and there were no records of plan review approval or denial letters being provided to permit holders. Section R106.3 of the 2009 Michigan Residential Code states:

“The building official shall examine or cause to be examined construction documents for code compliance”

2. Based upon a review of the permit files within the building department, it was found that the Township currently has approximately 216 open permits. The records evaluated reflect open and/or expired permits that have been issued from 2007 forward and have not been actively monitored. The records were very organized and were arranged in chronological order by year of issue. However, if the backlog of open permits is allowed to continue, this may create situations where required inspections are not performed and violations of the code remain uncorrected for projects where occupancy has taken place without the issuance of a proper Certificate of Use and Occupancy.

3. During the evaluation the Township reported that from May 17, 2011, to July 17, 2011, the individual that functions as the Township's building official, building inspector and plan reviewer was suspended from his official duties. During the period of time of the suspension, the Township contracted with a private inspection company that may have performed official public duties as the Township's building official, building inspector, and plan reviewer.

4. During a review of six of the Township's permit files, it was found that code sections are not consistently being cited upon correction orders, code violation notices, and inspection reports.

Section R113.2 of the code states, in part that:

"The building official is authorized to serve a notice of violation or order on the person responsible...of a building or structure in violation of the provisions of this code..."

5. A review of the Township's current Schedule of Fees for construction code services revealed that the fee charged for the registration of mechanical licenses exceeds the limit allowed by Section 13 of 1984 P.A. 192 MCL 338.983. Additionally, the Township has indicated that it does not have an adopted ordinance that provides authorization for the registration of electrical, mechanical, and plumbing contractor's licenses or the authorization to collect fees for the registration of the licenses.

6. During the evaluation the Township requested the bureau's mechanical inspector accompany its mechanical inspector on an inspection at the Township's Library Building located at 6495 Clarkston Road. The Township requested a mechanical inspection to address the present condition of six roof top units (RTU) and associated ductwork installed in 2006 subsequent to a

lighting strike. During a search for the official records authorizing this installation, the Township could not provide documentation relating to an application for a mechanical permit, mechanical permit, inspection records and reports, code violation notices and correction orders, or sealed and signed construction documents for the installation. During the inspection the Township's mechanical inspector found three code violations. Senior State Mechanical Inspector Norwood Bates identified 15 mechanical code violations that were not identified by the Township's mechanical inspector (Exhibit No. 1-A).

7. At the evaluation, the Township requested that the bureau's inspectors perform inspections at the Township's Fire Station No. 3 located at 5241 Maybee Road. The project is completed and has been occupied since late 2002. The Township records indicate the Township acted as the general contractor for the project and the Township's building official applied for the building permit as the owner's authorized agent which appears to be a conflict of interest. After researching the Township's records for project documents it was found there were no records of a plan review being conducted, no records of final building and mechanical inspections performed, and no record of a Certificate of Use and Occupancy being issued. During the inspection Senior State Mechanical Inspector Norwood Bates identified eight violations of the code (Exhibit 1-F) and Senior State Electrical Inspector Dean Austin identified three violations of the code (Exhibit 2-A).

8. During the evaluation Senior State Mechanical Inspector Norwood Bates observed four additional inspections conducted by the Township's mechanical inspector. Mr. Bates observed the township's inspector missing a number of mechanical code violations during these inspections (Exhibits No. 1-B through 1-E).

9. During the evaluation it was found that the Township utilizes separate building and trade permit application forms for commercial and residential projects. While this practice is not a violation, it was discovered that the Township's application forms for building and trade permits are not consistent with Section 10 (1) of the Act, which states in part that:

“The application shall be on a form prescribed by the commission...”

## RECOMMENDATIONS

Based on the findings of this performance evaluation, the bureau concludes the following changes are needed in the administration and enforcement of construction codes within Independence Township to ensure compliance with all applicable statutes and to assure that construction within the Township is safe. Therefore, the following recommendations are set forth:

1. The Township shall consistently perform plan reviews as required by the code and shall document the performance of plan reviews and the approval of plans prior to permit issuance. The Township shall maintain copies of plan review reports including approval and denial letters in the corresponding permit files for the amount of time required for the retention of public records. The Township shall require plans of sufficient clarity to accompany all applications for permits. The Township shall review plans during inspections to verify construction is being performed in accordance with approved plans and the code. If construction deviates from the plans, approval must be obtained from the building inspector. The Township shall develop, maintain, and consistently utilize proper plan review procedures and plan review record keeping procedures and shall provide the bureau with a copy of the procedures within 60 days of approval of this report.

2. The Township shall prepare a report identifying all permits issued that remain open past code provisions. The Township shall establish, maintain and utilize a formal written procedure to actively monitor and follow up on all issued permits including those with

uncorrected code violations that remain open past code provisions. The Township's open permit report and written set of procedures shall be submitted to the bureau within 60 days of approval of this report.

3. Due to the Township's utilization of a private inspection company from May 17, 2011, to July 17, 2011, all applications for building and trade permits, all building and trade permits, inspection reports, code violation notices including orders to stop construction and Certificates of Use and Occupancy issued during that time frame must be reviewed by the Township's building official. The Township shall generate a report of the building official's findings, including a copy of the contract with the private inspection company and provide the bureau with a copy of the report within 60 days of approval of this report.

4. The Township shall develop, maintain and consistently utilize a written set of inspection procedures that directs its inspectors to consistently cite code section numbers on inspection reports, plan review reports and correction orders/notice of violation forms and to consistently maintain completed copies of the forms within the corresponding master permit files. The Township shall provide the Bureau with a copy of its inspection procedures within 60 days of approval of this report.

5. The Township shall cease and desist to register or collect fees to register the licenses of electrical, mechanical and plumbing contractors until the adoption of appropriate ordinances that authorize the registration of contractor's licenses and the collection of fees for the registration of the licenses. If the Township elects to administer a program to register the licenses, the Township shall adopt and provide the bureau with a certified copy of the ordinance including the appropriate fees within 60 days of approval of this report.

6. The Township shall prepare an investigative report that addresses the violations listed in Exhibit No. 1-A regarding the installation of the replacement roof top units and ductwork at the Township Library Building. The Township's report shall identify the party responsible for the installation and creating the violations, and shall notify and direct the responsible party to secure the appropriate permits, perform the corrective work, and request and stand for inspections. All mechanical inspections shall be conducted with the State Senior Mechanical Inspector in attendance and the Township shall provide compensation to the bureau at the state inspector's hourly inspection rate. The Township's report shall contain a copy of the investigation results including copies of invoices and receipts that document payment to the party responsible for the installation, applications for mechanical permits, copies of engineered drawings and specifications, copies of all mechanical permits and inspection reports including code violation notices, orders of correction and final inspection approvals. The Township's report shall thoroughly document all enforcement actions undertaken by the Township to resolve the code violations contained within Exhibit No. 1-A until compliance with the code has been achieved. The Township shall commence with the investigative and enforcement actions upon approval of this report and shall submit its initial report to the bureau within 30 days of approval of this report.

7. The Township shall prepare an investigative report that addresses the violations listed in Exhibit No. 1-F and 2-A regarding the Township's Fire Station No. 3 Building. The Township's report shall contain a copy of the investigation results including applicable applications for permits, applicable permits, inspection reports including code violation notices, orders of correction and final inspection approvals. The Township's report shall thoroughly

document all enforcement actions undertaken by the Township to resolve the code violations contained within Exhibit No. 1-F and 2-A. The Township shall commence with the investigative and enforcement actions upon approval of this report and shall submit its initial report to the bureau within 30 days of approval of this report.

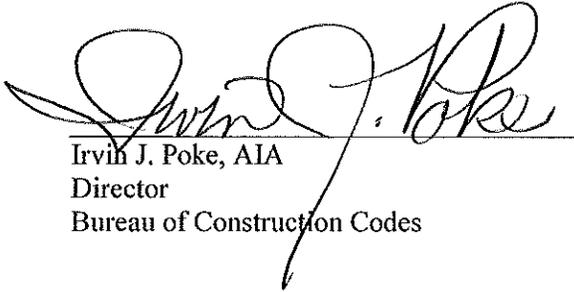
8. The Township shall review the inspection report findings of the Senior State Mechanical Inspector (see Exhibits No. 1-B through 1-E) from the performance evaluation with its mechanical inspector. The Township shall generate a code enforcement action plan to address and resolve all of the violations missed by its mechanical inspector. The Township's report shall identify the party responsible for creating the violations, and shall include copies of permits, inspection reports and correction orders directing compliance with the code. The Township's report shall thoroughly document all enforcement actions undertaken by the Township to resolve the code violations contained within Exhibits No. 1-B through 1-E until compliance with the code has been achieved. The Township shall thoroughly document all code enforcement actions and commence with the actions upon approval of this report. The Township shall submit a status report to the bureau every 30 days until compliance with the code as been achieved.

9. The Township shall revise and consistently utilize building permit and trade permit application forms that contain the language prescribed by the Commission and complies with law, and shall provide copies of its revised building and trade permit application forms to the bureau within 60 days of approval of this report.

The Township shall comply in a timely manner with the recommendations contained within this report. It is recommended that the bureau conduct a re-evaluation of the

Township's construction code administration and enforcement program within 3-6 months after the deadline for implementing the recommendations.

Alternatively, the Township may submit a certified copy of an adopted ordinance rescinding its construction code administration and enforcement authority to the SCCC. If the Township does not comply timely with the recommendations contained in this report, or if a rescinding ordinance is not received by the bureau after a subsequent 30 day time period, the Township is advised that, pursuant to Section 9b of the Act, MCL 125.1509b, failure to comply with the recommendations will result in the issuance of a Notice of Intent to Withdraw Code Administration and Enforcement Responsibilities from the Township.



Irvin J. Poke, AIA  
Director  
Bureau of Construction Codes

16 December 2011  
Date

## EXHIBITS

### 1. MECHANICAL INSPECTION REPORTS

- A) 6495 CLARKSTON ROAD, CLARKSTON, MICHIGAN
- B) 5376 SUNNYSIDE DRIVE, CLARKSTON, MICHIGAN
- C) 5929 SCOTT CIRCLE, CLARKSTON, MICHIGAN
- D) 6537 OAK HILL ROAD, ORTONVILLE, MICHIGAN
- E) 4861 RIOVIEW DRIVE, CLARKSTON, MICHIGAN
- F) 5241 MAYBEE ROAD, CLARKSTON, MICHIGAN

### 2. ELECTRICAL INSPECTION REPORTS

- A) 5241 MAYBEE ROAD, CLARKSTON, MICHIGAN

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 4**

**Project Type: Roof Top Unit replacement (RTU) at the township library**

**Project Description: Mechanical alterations**

**Project Location: 6495 Clarkston Rd, Clarkston, MI**

**Name of Building Owner: Charter Township of Independence Library**

**Name of Permit Holder: Not Available**

**License No.: N/A**

**Permit No.: N/A**

**Permit Issue Date: None issued**

**Use Group: A3**

**Construction Type: Library**

**Code and Edition Applied to this Project: MMC 2009 and the IFGC 2009**

**Type of Inspection (rough, final, etc.): Review of the Roof Top Unit replacements completed without securing the proper permits and inspections.**

**Findings:**

1. Mr. West inspected and found the following issues:
  - a.) One Roof Top Unit was missing the drain trap. MMC 2009 – 307.2.4.
  - b.) The ductwork was not properly sealed and the supports were not adequate. MMC 2009 – 603.9 and 603.10
2. I found the following issues at the same location that will require permits and corrections:
  - a.) Plan review and required permits are required. MMC 2009 – 106.1 and 106.4.1
  - b.) Paint the outdoor gas piping – IFGC 2009 – 404.9
  - c.) Outdoor air intake locations were too close to the vent discharge of the RTUs. MMC 2009 – 401.5

- d.) The RTU's are installed in an area prone to stagnation and captivation of exhaust venting and combustion air (a parapet wall surrounds the equipment on the roof) the units shall require diverters to discharge the exhaust discharge out of the parapet and outdoor air intake area. IFGC 2009 – 304.2T
- e.) The ductwork is the wrong gage for the size duct. MMC 2009 – 603.4
- f.) The ductwork requires sealing at all joints and seams. MMC 2009 – 603.9
- g.) The insulation shall conform to the IECC 2009 – MMC 2009 – 604.1
- h.) The economizer has not been properly installed. MMC 2009 – 305.1
- i.) Insulated exterior ducts shall be protected by an approved weatherproof barrier. MMC 2009 – 604.12
- j.) An air balance is required. MMC 2009 – 403.3
- k.) Smoke detector validation required. MMC 2009 – 606.1
- l.) The electrical disconnects are covering the nomenclature tags and a portion of the condenser. MMC 2009 – 305.1
- m.) The ductwork supports are not adequate and are not isolated from the rubber roof.
- n.) The legs of the supports are penetrating the roof material. MMC 2009 – 603.10
- o.) The Roof Top Unit is missing a drain trap. MMC 2009 – 307.2.4

**Date of visit: September 28, 2011**

**Name of Local Inspector: Merle West**

**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 1**

**Project Type: Existing home: fire repairs**

**Project Description: Plumbing repairs and mechanical alterations**

**Project Location: 5376 Sunnyside Dr., Clarkston, MI**

**Name of Building Owner: Garry Bowman**

**Name of Permit Holder: Mechanical permit was not available**

**License No.: N/A**

**Permit No.: N/A**

**Permit Issue Date: N/A**

**Use Group: R 3**

**Construction Type: Residential single family**

**Code and Edition Applied to this Project: MRC 2009**

**Type of Inspection (rough, final, etc.): Final inspection for the plumbing. The mechanical was not called in as of this inspection.**

**Findings:**

- 1. The plumbing permit has a note on it stating the family room wood burning appliance had an issue with the venting clearances to combustibles. I reviewed the wood burning installation and found that the appliance hearth extension does not extend beyond a few inches from the front of the appliance. Carpeting was installed up to the brick over concrete hearth. This is definitely a safety hazard. It should be noted that the wood burning appliance does not appear to have been properly permitted or inspected. A violation should**

have been issued for the unit, and a properly licensed mechanical contractor should make the required repairs.

MRC 2009 – M1414.1 and M1414.2

2. The existing furnace was altered with duct work in the area where the fire occurred. No inspection was scheduled for the attic ductwork. MRC 2009 – R 105.1
3. The furnace alcove was in the process of having wood doors installed. I checked the existing furnace and found the furnace was installed with venting clearance violations.  
MRC 2009 G2408.1
4. It also appears that the furnace was not properly permitted and inspected when it was installed in 1993. Mr. West made no reference to the clearance or furnace permitting issues.  
MRC 2009 – R 105.1

**Date of visit: September 28, 2011**

**Name of Local Inspector: Merle West**

**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 2**

**Project Type: Existing home: 1422 basement finish**

**Project Description: Plumbing and mechanical alterations**

**Project Location: 5929 Scott Circle, Clarkston, MI**

**Name of Building Owner: Paul & Aurora Whitecar**

**Name of Permit Holder: EKI Renovations & Design, LLC  
Fireclass LLC**

**License No.: N/A**

**Permit No.: PM110275 and PM110272**

**Permit Issue Date: 9-27-2011 and 9-26-2011**

**Use Group: R 3**

**Construction Type: Residential single family**

**Code and Edition Applied to this Project: MRC 2009**

**Type of Inspection (rough, final, etc.): Rough HVAC ductwork, rough fireplace and gas line.**

**Findings:**

1. Mr. West inspected the new ductwork that is scheduled to be concealed with drywall and approved the installation. I had to point out that one of the ducts which had been relocated had no screws and was separating at the seam. The existing ductwork was installed when the home was built and almost all of the joints and seams were not substantially air tight and leaking air. Mr. West did review the floor plan to ensure all areas were supplied with the correct amount of supply and return air. He also inspected the bathroom exhaust and venting. MRC 2009 – M1601.4.1 this applies to new ducting only.

2. The new direct vent gas fireplace was inspected by Mr. West. He inspected the unit visually and checked for clearances on the sides of the appliance and the vent pipes. He never asked for the installation manual (which was in plain sight in the unit behind the glass front) and he never checked the factory requirement for clearances. All fireplaces are not the same and listings do change. MRC 2009 - M1401.1
3. He did not know the size of the gas burner and questioned the size of the CSST gas pipe. He asked the contractor to check with the plumber to be positive the gas line was adequate in size. The size of the gas burner was on the nameplate on the fireplace and in plain sight. Mr. West could not say who installed the gas line or if a permit had been secured for the gas pipe installation. Mr. West did review the requirements for properly bonding the gas line. The existing gas piping system has non tapered thread couplings installed in an area that will soon be concealed with drywall. These couplings are not allowed in any gas piping system and G2415.3 states they are not allowed in concealed locations. MRC 2009 – R 105.1, G2413.1 and G2415.3
4. Mr. West approved all of the installation with notes for the building inspector to review or possibly himself when he returns for the rough plumbing inspection.

**Date of visit: September 28, 2011**

**Name of Local Inspector: Merle West**

**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 3**

**Project Type: Existing home: furnace and A/C replacement**

**Project Description: Mechanical alterations**

**Project Location: 6537 Oak Hill Rd, Ortonville, MI**

**Name of Building Owner: Pauline and Andrew West**

**Name of Permit Holder: Andy's Statewide Htg & Clg**

**License No.: N/A**

**Permit No.: PM110264**

**Permit Issue Date: 9-20-2011**

**Use Group: R 3**

**Construction Type: Residential single family**

**Code and Edition Applied to this Project: MRC 2009**

**Type of Inspection (rough, final, etc.): Gas leak follow up for a furnace and A/C replacement.**

**Findings:**

1. Mr. West inspected and approved the new replacement furnace and A/C system prior to this inspection. He noticed a small gas leak smell and called the gas company to come out and find the leak. The gas company found the leak and Andy's Statewide Htg & Clg came out to make the necessary repairs.
2. The water heater was installed in 2007 and had no permit secured and had no discharge pipe off the T&P relief valve. The venting for the water heater entered into the side of a b vent T and not a wye fitting. MRC2009 – R105.1, G2408.1, G2427.10.6
3. The replacement ductwork was not sealed properly at the seams. MRC 2009 – M1601.4

**Date of visit: September 28, 2011**  
**Name of Local Inspector: Merle West**  
**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 5**

**Project Type: replacement furnace and A/C unit**

**Project Description: Mechanical alterations**

**Project Location: 4861 Rioview Dr, Clarkston, MI**

**Name of Building Owner: Carol Rudd**

**Name of Permit Holder: Kotz Htg & Clg**

**License No.: N/A**

**Permit No.: PM110267**

**Permit Issue Date: 9-23-11**

**Use Group: R3**

**Construction Type: Single family residence**

**Code and Edition Applied to this Project: MRC 2009**

**Type of Inspection (rough, final, etc.): Final inspection.**

**Findings:**

1. Mr. West inspected and found the following issues:
  - a.) Air leaks in the furnace to A/C coil case. MRC 2009 – 1601.4.1
  - b.) The condensate drain was installed in the attic where it may freeze and discharging outdoors. MRC 2009 – M1411.3
  
2. I found the following issues at the same location:
  - a.) Air leaks in the furnace to A/C coil case. MRC 2009 – 1601.4.1
  - b.) The condensate drain was installed in the attic where it may freeze and discharging outdoors. MRC 2009 – M1411.3

- c.) The chimney liner was too close to combustible materials and the mortar sleeve was not installed where the chimney was sealed with mortar. MRC 2009 – G2425.12 and G2425.15.4
- d.) The vent connector requires proper supports. MRC 2009 – G2427.6.9
- e.) The air filter extends into the room by several inches and is drawing air from the furnace room. MRC 2009 – M1602.2 (4)
- f.) The furnace room has a furnace, water heater and a gas dryer. No combustion air was available and the room had doors to isolate the room from the rest of the home, limiting the available combustion air. MRC 2009 – G2407.1

**Date of visit: September 28, 2011**

**Name of Local Inspector: Merle West**

**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Charter Township of Independence  
Discipline: Mechanical  
Date of Inspection: September 28, 2011

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**Inspection # 6**

**Project Type: New Township fire station #3**

**Project Description: Mechanical HVAC and suppression**

**Project Location: 5241 Maybee Rd, Clarkston, MI**

**Name of Building Owner: Township of Independence**

**Name of Permit Holder: N/A**

**License No.: N/A**

**Permit No.: N/A**

**Permit Issue Date: N/A**

**Use Group:**

**Construction Type: Fire Station**

**Code and Edition Applied to this Project: MMC 2009 and IFGC 2009**

**Type of Inspection (rough, final, etc.): Final inspection.**

**Findings: Mr. West was not present for this inspection.**

**1. I found the following issues at this location:**

- a.) The building department stated that the mechanical permits have not been inspected and no final approval has been given. The fire station is currently occupied and is being used. Inspections required. MMC 2009 – 107.1
- b.) The flexible air duct is passing through the first floor. MMC 2009 – 603.6.2.2
- c.) The combustion air duct requires insulation. MMC 2009 – 603.12
- d.) The ductwork is not sealed properly. MMC 2009 – 603.9
- e.) An air balance is required. MMC 2009 – 403.3
- f.) Approved plans required. MMC 2009 – 106.4.1

- g.) The gas pressure regulators are not vented properly to the exterior of the building.  
IFGC 2009 – 410.3.1**
- h.) The gas piping had non tapered thread couplings installed. IFGC 2009 – 403.9**

**Date of visit: September 28, 2011**

**Name of Local Inspector: Merle West**

**Name of State Inspector: Norwood Bates**

**BUREAU OF CONSTRUCTION CODES  
PERFORMANCE EVALUATION REPORT  
PE # 11-004**

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County/City/Township/Village: Oakland County, Independence Twp.  
Discipline: Electrical  
Date of Inspection: 9-28-11

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**Project Type: Commercial**

**Project Description: Construction of and wiring in a new wood framed "fire barn" with garage attachment for the fire trucks.**

**Project Location: 5241 Maybee Rd, Fire Station #3**

**Name of Building Owner: I believe it to be Independence Twp.**

**Name of Permit Holder: Independence Twp made application for building permit**

**License No.: Unknown**

**Permit No.: Unknown**

**Permit Issue Date: Unknown**

**Use Group: Commercial B**

**Construction Type: 7,200 sq ft wood frame with basement. Floor joists were pre-engineered wood trusses. 5B**

**Code and Edition Applied to this Project: Not sure but these violation would be violations in the last 12 years.**

**Type of Inspection (rough, final, etc.): Walk through of a finished in use building.**

**Findings: The current electrical inspector was not present at this walk through.**

- 1. Water bond clamp terminating the grounding electrode conductor was not tightly clamped to the copper water pipe that is being used as a grounding electrode for the service to the building therefore not an effective ground path. NEC 2008 250.68 (B)**
- 2. NM cables not properly secured and supported in the basement at the top of the electrical panel. NEC 2008 334.30**

3. I observed pallets of enviro-dry in front of the Main disconnect. This violation could have occurred after the initial final inspection. NEC 2008 110.26 (A)

**Name of Local Inspector: Unknown**

**Name of State Inspector: Dean Austin**



RICK SNYDER  
GOVERNOR

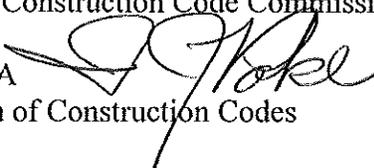
STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
IRVIN J. POKE  
DIRECTOR

STEVEN H. HILFINGER  
DIRECTOR

January 4, 2012

DOCUMENT NO. 12-14

TO: Members of the Construction Code Commission

FROM: Irvin J. Poke AIA   
Director, Bureau of Construction Codes

SUBJECT: Addendum to PE Report PE 11-02  
Charter Township of Royal Oak/Oakland County

On October 5, 2011, the Commission approved the Charter Township of Royal Oak's performance evaluation report. Subsequent to the Commission's approval of the document, the bureau became aware of one fact requiring correction and one item of omission from the report.

Finding No. 6

It is indicated that the Township previously granted final electrical and mechanical inspections at (2) recently completed residential structures. Although the Township had granted final mechanical inspection approvals for the structures, final electrical inspection had not been performed. The local electrical inspector was scheduled to perform the final electrical inspection on the day of the evaluation.

Electrical Inspection Report

Omitted from the report was the declaration from the local electrical inspector that he was directed by the building official to not test smoke alarms during electrical inspections because he would test the smoke alarms as a component of the final building inspection. However, the smoke alarms are wired under the electrical permit and must be tested under that permit.

Kevin Stultz Answer:

Enclosed are a series of writings from Mr. Stultz in answer to the findings in the subject PE. These writings have been thoroughly reviewed by staff. Except for the aforementioned correction and addition the bureau stands by the findings and recommendations of the October 5, 2011 report.

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Conclusion:

The information provided within this addendum does not alter the findings or the recommendations for program compliance contained within the performance evaluation report. A copy of this document and the enclosures shall be distributed to all enforcing agencies that were contacted as a result of the subject PE.

IJP/ms

**Poke, Irvin (LARA)**

---

**From:** kevinstultz@stultzelectric.biz  
**Sent:** Friday, December 09, 2011 12:35 AM  
**To:** Poke, Irvin (LARA)  
**Subject:** Addendum to PE Report for Royal Oak Township  
**Importance:** High

Mr Poke:

I am writing you once again with a few concerns that were brought to my attention this afternoon. With your corrections that are being made to the inaccuracies in the PE Report from Royal Oak Twp, is notification of these corrections going to be sent to the cities of Hazel Park and Centerline, and Lathrup Village? My reason for asking is because they are still basing their trust in my ability to perform my job correctly, on the errors in that report and the letters that were sent to them because of the same errors.

I also wanted to find out about the situation with rechecking some of the inspections performed by Mr. Mike Owens in Royal Oak Twp. The Twp. contacted me today to inform me that received the OK to have me go and recheck several of the permits to see if there were any errors made in those inspections. My concern is the fact that I am able to perform my job well enough to do these re-inspections per your office, yet the other cities I work in are being asked to bring someone in and reinspect some of my inspections for errors because if the letters they received from your office, all because of the inaccuracies in the original PE Report. The other cities are now questioning this and questioning me, and I am unsure what to tell them.

Another thing brought to my attention today is that your office is putting an addendum together for the PE Report. What I was told is going to be in this addendum is a correction to the error about the 2 homes not being previously approved by the Twp. and that I was in fact there to perform the final inspections, and a notation about the smoke alarms not being checked by me because of me following the direction of the building official. With this, is there also going to be a notation in there to show that I DID site violations on both homes and a copy of my violations put in there to show that they were almost the same as the ones sited by Mr. Austin? Is there going to be a notation about me NOT refusing to give the contractor a copy of the violations, and explaining that I had nothing to give him other than a scratch sheet and that I offered to make a copy of those sheets for him back at the office? And a notation to the fact of the "not being observed testing the GFCI's" stating that because Mr. Austin says he did not observe me doing them it doesn't mean I didn't, it just means he is saying that he didn't watch me do it? (still a sore point with me, knowing he was looking me in the eye while doing this) Also a notation about the unfinished basement GFCI being tested by testing the outlets in the garage, because it was in fact the GFCI that was protecting the garage circuit?

Basically, if the addendum and all the above mentioned issues are not forwarded to all of the municipalities that are now involved (because of the original errors), the situation with the municipalities and myself could look even worse than it already does because they are all going off of the original report and the errors in it.

Lastly, Mr. Poke, can you please contact me to go over these issues, and maybe help me get all of this resolved and behind everyone involved.

Sincerely  
Kevin Stultz  
Electrical Inspector Royal Oak Township.  
586-709-1455  
)

12/16/2011

**Poke, Irvin (LARA)**

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**From:** kevinstultz@stultzelectric.biz  
**Sent:** Monday, December 05, 2011 12:44 AM  
**To:** Poke, Irvin (LARA)  
**Subject:** Royal Oak Township report issues  
Mr. Polk:

I received the letter you sent dated November 18, 2011. I thank you for acknowledging the inaccuracy in the report from Royal Oak Township. I just wanted to bring to your attention other issues still open about the inspection report from Mr. Austin. You stated in your letter that "Mr. Austin's inspection reports indicate he observed at 21056 Woodside and 21094 Woodside that" I " did not test the AFCI breakers or verify that they were connected to the appropriate branch circuits." That is partly correct. I did test the operation of the AFCI breakers but no I didn't go back upstairs to test the correct circuits were connected to it.

Also stated in the letter is "He also noted the smoke alarms were not tested for operation." I was doing what I was told by Mr. Murry the building official. Mr. Murry told me that he was the one to test the smoke alarms not me, and not wanting to go against the boss, I did what I was told and informed Mr. Austin of this. As for the testing of the unfinished basement GFCI receptacles, there were 3 GFCI's in each of the 2 home's basements. One at the laundry tub that was tested while Mr. Austin was discussing the bonding issue I found directly above it, one at the sump pump that was also tested while discussing other issues that we found, and the 3rd was tested from outside earlier in the inspection as it was the GFCI that fed the garage circuit and all we did was reset it while in the basement. He also stated that I wasn't observed testing the bathroom GFCI. Mr. Austin was watching me as I tested it to see if that was the reason the exhaust fan light was not working correctly.

When I put my plug tester in the GFCI and found it to be on that told me there was another issue with the exhaust fan. I pushed the test button on my tester to trip the GFCI, set my clip board down next to it, and removed the cover on the exhaust fan to find the bulb was nit installed correctly. I screwed the bulb in right, reinstalled the cover, unplugged my tester, reset the GFCI, grabbed my clip board, and we left the bathroom, all the while talking about the exhaust fan being a common problem. Making sure of correct grounding and testing are 2 of my biggest concerns on an inspection. Mr Mark Shapiro pounded that in to my head years ago as an apprentice and it stuck. That is why this is bothering me so much because of it being such a pet peeve of mine.

With the comments that were made in Mr. Austin's inspection report and the actual occurrences, I can not understand how I was not observed testing the GFCI's like he stated.

We even talked about the GFCI having to be in the basement while we were in the garage, because there was no GFCI located in there yet I tripped everything when I tested the outlet in there with my plug tester.

Again, all I am trying to do by contacting you with my concerns is to make sure everything you and the Commission are looking at in the information from Royal Oak Twp. is correct and fact, not just bits and pieces like it is now. As I stated above, I do admit that I did not go back upstairs to make sure the correct outlets were off when the AFCI breaker was tripped and the smoke alarms were not tested because of what I was told to do, but those are the only things that were correctly stated in the report.

Thank you again for your time and help with getting the information correct.

Sincerely,

Kevin Stultz  
Electrical Inspector, Royal Oak Township.  
586-709-1455

12/16/2011

**Poke, Irvin (LARA)**

---

**From:** kevinstultz@stultzelectric.biz  
**Sent:** Wednesday, November 16, 2011 1:29 PM  
**To:** Matt Reno  
**Cc:** Poke, Irvin (LARA)  
**Subject:** RE: Letter to Mr. Polk

Mr. Reno,  
Thank you again for your help with this situation.

In Mr. Polk's e-mail, I agree with the following protocol, but the protocol was set in motion because of an error in the report and incorrect findings. As I stated before on the phone and in the letter, the first error is it says the houses being inspected were previously approved and that the findings were violations that I had missed. The only finals on those 2 homes were the mechanical, the electrical was NOT finalled. I was there that day to DO the finals on them and I did not approve them as you can see in the copies of my violations I sent to you. The other problems are some of the statements made in the report that I was not observed testing the GFCI's in the home and that I refused to give the contractor a copy of the violations. Again, as I stated in the letter I forwarded to you and sent to Mr. Polk and Mr. Summers, I stated parts of the conversation I was having with Mr. Austin while I was testing the GFCI's, all the while he was looking me in the eye. How could he have not seen me testing them? As for the refusing the contractor a copy of the violations, the only thing the township furnishes me with on the inspections is a single page print out to check off an area for approved or not approved and a couple lines at the bottom for my notes. That is where I wrote my violations at. I informed the contractor, with Mr. Austin standing right next to me, that was all I had and also showed him. I went over the list with him and also informed him that if he wanted a copy he could meet us at the office and I would be more than happy to photo copy the sheets for him. He said that was fine and left.

The only thing I am asking for in this is for my name and credibility to be cleared. Again, because of an error in the initial report, I am being questioned on everything I do now. I worked very hard to build up the reputation I have and it is now being destroyed.

Please call me if you have any other questions or would like any more information regarding this.

Sincerely  
Kevin Stultz

Cell: [REDACTED]

----- Original Message -----

Subject: Letter to Mr. Polk  
From: "Matt Reno" <[mreno@saginawtownship.net](mailto:mreno@saginawtownship.net)>  
Date: Wed, November 16, 2011 7:36 am  
To: <[kevinstultz@stultzelectric.biz](mailto:kevinstultz@stultzelectric.biz)>

Mr. Stultz,

FYI, I have forwarded all of your information on to the chairman of the commission, Mr. Bill Benoit, and to Mr. Poke, BCC Director. I have had a short telephone conversation with Mr. Benoit and received this email from Mr. Poke.

As I noted in a previous email, it is my hope that all matters can be cleared up and any enforcement files can be closed in the near future.

Sincerely,

**Matthew Reno, P.E., CBO**

Director of Community Development  
Saginaw Charter Township  
4980 Shattuck Rd.  
Saginaw, MI 48603  
Tx: 989-791-9850  
Fx: 989-791-9859  
Email: [mreno@saginawtownship.net](mailto:mreno@saginawtownship.net)  
Website: [www.sagtpw.org](http://www.sagtpw.org)

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**From:** Poke, Irvin (LARA) [<mailto:pokei@michigan.gov>]  
**Sent:** Wednesday, November 16, 2011 8:53 AM  
**To:** 'Matt Reno'; 'Benoit, Bill'  
**Subject:** RE: RE: Letter to Mr. Polk

Matt, Bill;

We are following the protocol that we advised the commission of at the last meeting. We have all the documentation and have a duty to advise other communities of our findings. We have reviewed this issue with legal counsel and will report to the commission in January.

Thank you,

Irvin J. Poke, AIA, Director  
Bureau of Construction Codes  
Phone 517 241 9302  
Fax 517 241 9570

**Poke, Irvin (LARA)**

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**From:** Matt Reno [mreno@saginawtownship.net]  
**Sent:** Friday, November 11, 2011 8:56 AM  
**To:** Poke, Irvin (LARA); 'Benoit, Bill'  
**Subject:** Royal Oak Township Electrical Inspector  
**Attachments:** scan0027.jpg; scan0028.jpg; Mr Poke Letter w lists.docx

Gentleman,

Yesterday, November 10, 2011 @ 4:25 p.m., I received a telephone call from Mr. Kevin Stultz, the Royal Oak Township, Oakland County, Electrical Inspector, regarding the electrical inspection reports that were included in the packets for the last CCC meeting on October 5, 2011 and originating from PE#11-002. Mr. Stultz seemed frustrated, concerned, and confused about the contents of the report and his understanding of inaccuracies contained therein. Additionally, Mr. Stultz expressed concerns that he has attempted, without success, communications with the BCC through telephone calls and with the attached letter.

In response to my inquiry as to what I could do to assist him, Mr. Stultz asked that I forward his information on to the commission. He then sent me an email with the attachments. While I do not believe that it is my place to advocate on his behalf, I do sympathize with him in terms of wanting to "clear his name" and work to help his community. Throughout the conversation, Mr. Stultz remained professional expressing his concerns without hyperbole. Consequently, I promised Mr. Stultz that I would forward his information to Chairman Benoit and to Mr. Poke for the appropriate consideration.

I want to believe that there is a protocol or avenue within the performance evaluation process that assists in separating the wheat from the chafe, so to speak. In any event, please let me know if I need to take another step or progress any further communication with Mr. Stultz or the commission.

Sincerely,

**Matthew Reno, P.E., CBO**

Director of Community Development  
Saginaw Charter Township  
4980 Shattuck Rd.  
Saginaw, MI 48603  
Tx: 989-791-9850  
Fx: 989-791-9859  
Email: [mreno@saginawtownship.net](mailto:mreno@saginawtownship.net)  
Website: [www.sagtlwp.org](http://www.sagtlwp.org)

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**From:** kevinstultz@stultzelectric.biz [mailto:kevinstultz@stultzelectric.biz]  
**Sent:** Thursday, November 10, 2011 4:57 PM  
**To:** mreno@saginawtownship.net  
**Subject:** Letter to Mr Polk

Matthew,

Thank you very much for taking the time to talk to me about this situation. I am attaching a copy of the letter I sent to the BCC and my write-ups from Royal Oak Twp.

12/16/2011

One other thing I forgot to mention on the phone was about another comment Dean Austin wrote. He said I refused to give the contractor a copy of the violations. As you will see, I am only given a sheet of paper with an address, permit #, and a couple lines on the bottom for comments for each inspection. I had nothing but that in my hands and a couple small red "Not Approved" stickers. I had nothing I could give him on site and I told the contractor this in front of Mr. Austin. I continued to tell the contractor that he could meet me at the office which is on the next street over and I could copy the papers I had and give him that so he could get a head start on the corrections. He had no problem with this and said it would be fine.

Again, thank you for your time and help with this.

If you have any questions please call me on my cell at [REDACTED], or at my home # [REDACTED]  
[REDACTED]

Kevin Stultz

October 5, 2011

RE: Recommendation to Conduct Performance Evaluation, City of Lathrup Village.

Dear Mr. Poke.

I am writing you in regards to a letter I received this morning in the City of Lathrup Village. According to the letter that was dated on September 29, 2011, there was to be a meeting held this morning at 9:30 to present the recommendation of a performance evaluation. I was not made aware of this meeting until 45 minutes before the meeting was to start. There was nothing sent to my home address and in Lathrup Village I am a part time inspector so I am only in the city when I have inspections. I would like to have been at the meeting to be able to defend myself, but as I mentioned before, I was not aware until it was too late. I placed numerous calls this morning to your offices and the inspector's offices to try and reach someone before the meeting and was unable to make any contact with anyone.

There are a few things in the letter that I noticed which bother me. The enforcement concerns, chronology of events, and the statement in the conclusion about the number and nature of the violation missed.

**Chronology of Events:** It is stated in your letter as follows, "During the evaluation, Senior State Electrical Inspector Dean Austin and Senior State Mechanical Inspector Norwood Bates accompanied the Township's electrical and mechanical inspectors on site visits at (2) recently completed single family residences. Although the Township had previously granted final electrical and mechanical approvals at both projects, Mr. Austin and Mr. Bates identified violations of the Michigan Residential Code that were not cited and observed an improper inspection technique during inspection by the township's electrical and mechanical inspectors at both locations." The problem is that we were there to DO the final inspections on the 2 projects. There were no previous final inspections performed nor were there any prior approvals other than the rough and service inspections that were performed by Mr. Mike Owens.

**The Enforcement Concerns:** As you know, Mr. Mike Owens was the former inspector for the Township of Royal Oak. I was brought in to correct the problems that were found because of him not being licensed since 2004. I started for the township in the beginning of June 2011 and had only performed one inspection for them prior to the date your evaluation took place. Where it states in your letter "the lack of thorough inspections and the lack of knowledge of the codes", the inspections that Mr. Dean Austin accompanied me on were only the 2<sup>nd</sup> and 3<sup>rd</sup> inspections I had performed for the Township of Royal Oak. As we entered the first of the 2 homes to start the inspections, I asked Mr. Austin "I need some advice from you, what exactly would you like me to do". I explained to him that I was there to do

the final electrical inspection at that location and the neighboring location. I was not the inspector that had performed the rough electrical inspection, nor the service release inspection. I proceeded to ask Mr. Austin "I have no idea what is in the walls. I have no idea how the wiring was installed. I have to put my name on the final for these houses and I would like to know from you, being a state inspector with more experience in situations like this, what you think we should do about that. I have no problem having the contractor open the walls to reinspect the rough, but I would like to know your opinion on it before we go any farther". Mr. Austin's response was "let's take a look at the final and go from there". We proceeded with the inspection. We started in the front rooms on the ground floor of the house where I started by testing the outlets and lights for proper installation and functionality. Making our way through the home we went through the kitchen, where as I was testing the GFCI's Mr. Austin commented on the water leaking from below the side door as the contractor was power washing the brick. We then went to the 2<sup>nd</sup> floor where I continued testing outlets and lights for proper functionality. While in the bathroom I tested the GFCI and the exhaust fan/light combo. I found that the light portion of the combo was not working. From prior experience with these I removed the lense and found that the bulb was not screwed in all the way. I did screw it in and it worked. Next we went to the basement. We went to the panel first where I verified there were the correct AFCI breakers installed for the sleeping rooms. This is where we started to find the violations. Mr. Austin and I looked around to find the location of the Ufer ground. We both were unable to locate it so I noted it as a violation on my list for the contractor to provide access to it for reinspection. I proceeded to test the outlets, check the lighting and wiring. While doing so I found that there was no bonding jumper for the metal piping in the home. Mr. Austin commented on this. First Mr. Austin asked me what code I was going by and I said to him "I don't know the code number because I don't have my book in hand but it pertains to all metal piping in the structure shall be bonded." (Code referred to is E3609.7) He said "why would they need a bonding jumper? They get their bond through the diverters on the showers and through the faucets." I said "Yes, that is true, but in this situation there is copper piping ran throughout the basement for the hot and cold but, as you can see, when they stubbed up for the diverters and faucets, they installed PVC water lines. Obviously you cannot get any type of bond through PVC so they need to provide the bonding means." Mr. Austin said that he didn't notice that and that he will have to start looking for that on his own inspections. Mr. Austin then asked me if I see anything else wrong. I asked him what did he see and he mentioned the low voltage doorbell wire that was ran below the floor joists. I admitted to him that I did not catch that one and noted it on my violation list as well. We then went outside where I found the service riser was not installed correctly. The riser consisted of a compression connector with EMT continuing up the rear of the house. There was a separate point of attachment installed at the correct height adjacent to the EMT. Apparently the siding contractor had removed the straps holding the riser pipe to the rear of the house and not reinstalled all them when he was done. It was not a safety hazard requiring a shut down as the conduit was not the point of attachment and the conduit was supported, but not correctly. I mentioned this to Mr. Austin and I noted that as another violation. Mr. Austin commented on a wire that we had observed while in the basement earlier, that was in the same location as a JB located on the corner of the house. I said to Mr. Austin that they may have a normal Romex coming from inside the house, passing through the JB and continuing underground to feed the garage. I noted this as a violation also. We found mostly the same violations at the 2<sup>nd</sup> home.

As we were leaving the 2<sup>nd</sup> home the contractor arrived. We spoke with him about the violations I had found in the homes. He asked if I had anything to give him in regards to the list. I informed him that the Township only provides me with Approved and Not Approved stickers for the inspections, and that there is nowhere to write the violations on them. I also told him that I would be more than happy to give him a list of the violations once I returned to the offices and could write them in a more formal manner. As Mr. Austin and I were returning to the office I showed him a violation report slip from another city I work in and said I wish that the Township had these so I could leave the violations on the sites when they are sited.

When we returned to the Township office, we had a talk with Mr. Bates and the other inspectors that came with them. Mr. Austin made a comment to them about the bonding violation that I had found and also told them that he needs to start looking for that on his inspections. Once we went inside Mr. Austin and I had a talk while he filled out his question sheet. He was asking me about the procedures in the building department, filling practices, and notification of violation practices. With all of them, my answer was the same, "I have only worked here for under a month and have only been on, including the 2 inspections we went on today, a total of 3 inspections in this Township. All I know is that they call me to let me know I have an inspection, I come in on the day it is scheduled for, pick up the paperwork, go do the inspection, and return the paperwork to the clerk for her to process it. I do not know what she does with it or how she does it." Mr. Austin continued with a few more questions that I answered to finish his sheet. Once he was done, I asked him for yet more advice from his experience, as to anything I should be doing differently on my inspections. I mentioned to him that the cities I work in normally do not have any new construction going on. They have mostly remodeled bathrooms and kitchens, new garages, service changes, and rental violation inspections. He said that I was doing everything good.

**Conclusion:** You stated "Based upon the results of the inspections observed by the state inspectors and the number and nature of the violations missed by the local inspectors during the performance evaluation of the Charter Township of Royal Oak, the bureau has concerns that the electrical and mechanical inspectors employed by the City of Lathrup Village lack knowledge of the code and lack the ability to conduct thorough code inspections." First, I never seen a list of violations from Mr. Austin to compare them to the list of violations that I had sited on the 2 homes we inspected together. Second, the nature of the violations? Again, I would have liked to have seen the violations that Mr. Austin is sighting so I could be looking at it in the same point of view. Every inspector has his own interpretation of the codes and I would like to know Mr. Austin's interpretation in this case. Third, with the letter stating the lack of knowledge and ability? I take pride in my job and my ability to perform it. I don't know how other inspectors feel about their job, but I take pride in it. We inspectors are out there to make sure that everyone is safe when it comes to the hazards that can arise from improper installation practices. I inspect every permit I go out on like it is on my own home because I want to sleep at night knowing no one is going to get hurt because of me not doing my job properly. I do not and will not cut corners on any inspection and expect the same from the contractors that I am inspecting their jobs.

Mr. Poke, I am including a copy of the violations that I cited at the 2 homes mentioned above for your review and to show that they were in fact violated, not approved as mentioned in your letter.

Thank You.

Kevin Stultz

Electrical Inspector City of Lathrup Village and Township of Royal Oak.

INSPECTION REPORT SHEET

ELECTRICAL

Date Assigned: 7/26/11

Job Location: 21094 Woodside

Permit No. E 1532

Electrical

Job Phone: 586 610-9669

Job Contact: Joe

D & T of Inspection: 7/27/11 am

Rough Inspection: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Final Inspection: Approve \_\_\_\_\_ Disapprove

reinspect

Comments

provide proper support for service riser

Band Hot, cold, + gas pipes

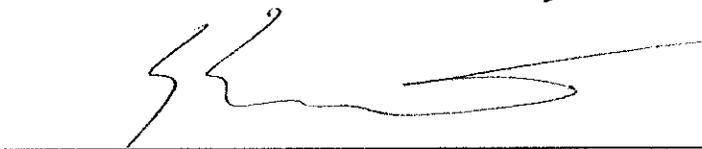
properly support doorbell wire in BSMT w/UL listed straps or s

Also doorbell wire cannot be run across middle of BSMT.

must be installed to be protected from physical damage

provide access to ground system.

Look for No. 2198 Underground feeding garage  
Be romex, must be UF type

 7-27-11

Kevin Stultz, Electrical Inspector  
Charter Township of Royal Oak

INSPECTION REPORT SHEET

ELECTRICAL

Date Assigned: 7/26/11

Job Location: 21056 Woodside

Permit No. E-1531  
Electrical

Job Phone: 586 610-9669

Job Contact: [Signature]

D & T of Inspection: 7/27/11 am

Rough Inspection: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Final Inspection: Approve \_\_\_\_\_ Disapprove

Comments

Properly support service riser & SE cable  
Bond hot, cold, & gas pipes.  
Properly support doorbell wire in BSMT w/ UL listed  
straps or staples. Also doorbell wire can not be run  
across middle of BSMT. must be installed to protect from  
lock by No. 2198 Provide Access to ground  
not approved underground feeding garage  
becomex. must be U.F.T.P

[Signature] 7-27-11

Kevin Stultz, Electrical Inspector



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 #12-12**

December 22, 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. **E-12-01 Alpena Township/Alpena County**  
Michigan Electrical Code  
Inspector/Plan Reviewer: Frank Rosinski (Registration No. 005160)  
Currently state enforced

**FINDINGS**

1. The township's application is found to be complete and meets the requirements of MCL 125.1508b(6).
2. The township is currently an enforcing agency administering the Michigan Building Code.
3. The application identifies the cost of providing electrical code enforcement services. Enclosed is an analysis of typical permit fees which meet the requirements of MCL 125.1522.

**RECOMMENDATION:** The Bureau of Construction Codes recommends that Alpena Township be granted the authority to administer and enforce the Michigan Electrical Code and 1972 PA 230. The date of the effect shall be determined by the Bureau of Construction Codes.

IJP/hc

*Providing for Michigan's Safety in the Built Environment*

**COMPARISON OF ELECTRICAL PERMIT FEE/INSPECTION COSTS  
ALPENA TOWNSHIP – BUREAU OF CONSTRUCTION CODES**

**PERMIT FEE / INSPECTION COSTS**

Alpena Twp  
 Twp's stated administration cost: \$ 51.10  
 Twp's stated cost of providing an inspection: \$ 68.90  
 (27.10/hrly rate; 8.25/travel; 33.55/inspr overhead)

BCC  
 Administration fee \$ 50.00  
 Cost of providing an inspection (per hour) \$ 73.25

\*Application Fee: Twp charges \$45.00; BCC charges \$50.00  
 Inspection Fee: Twp charges \$45.00; BCC charges \$50.00

<b>COMPARISON – Electrical</b>			
		\$ Difference	% Difference
<b>Project #1</b> (new electrical service; less than 200 amps) (one permit/one inspection)			
<b>Alpena Twp</b>			
Permit fee*	\$100.00		
Permit/Inspection cost	\$ 120.00 (51.10+68.90)	\$-20.00	-16%
<b>BCC</b>			
Permit fee*	\$110.00		
Permit/Inspection cost	\$123.25 (50.00+73.25)	\$-13.25	-11%
<b>Project #2</b> (new residential; 1,500 sq.ft.) (one permit/three inspections)			
<b>Alpena Twp</b>			
Permit fee*	\$211.00		
Permit/Inspection cost	\$257.80 (51.10+(68.90 x3))	\$-46.80	-18%
<b>BCC</b>			
Permit fee*	\$221.00		
Permit/Inspection cost	\$269.75 (50.00+(73.25 x3))	\$-48.75	-18%
<b>Project #3</b> (new commercial; 5,000 sq.ft.) (one permit/four inspections)			
<b>Alpena Twp</b>			
Permit fee*	\$412.00		
Permit/Inspection cost	\$326.70 (51.10+(68.90 x4))	\$85.30	26%
<b>BCC</b>			
Permit fee*	\$422.00		
Permit/Inspection cost	\$343.00 (50.00+(73.25 x4))	\$79.00	23%

**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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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 <b>Township of Alpena</b>		CONTACT PERSON (Elected Official) <b>Marie A. Twite</b>	
ADDRESS (Street Number and Name) <b>4385 US 23 N</b>			
CITY <b>Alpena</b>	COUNTY <b>Alpena</b>	STATE <b>MI</b>	ZIP CODE <b>49707</b>
TELEPHONE NUMBER (Include Area Code) <b>(989) 356-4024</b>	FAX NUMBER (Include Area Code) <b>(989) 356-9540</b>	E-MAIL ADDRESS <b>supervisortwite@yahoo.com</b>	

**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
<u>Leslie Klimaszewski</u>	<u>3407</u>	<u>Building Inspector for Alpena since 1994</u>
<u>Frank Rosinski</u>	<u>5160</u>	<u>Electrical Inspector since 2004</u>

Name of Plan Reviewer(s) <i>(Attach additional sheet, if necessary)</i>	Registration Number	Experience and/or Qualifications
<u>Leslie Klimaszewski</u>	<u>3407</u>	<u>Building Inspector for Alpena since 1994</u>
<u>Frank Rosinski</u>	<u>5160</u>	<u>Electrical Inspector since 2004</u>

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 \_\_\_\_\_ Title \_\_\_\_\_ Registration No. \_\_\_\_\_

*(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>
<u>Kurt Broers</u>	<u>Residential Builder #210107001</u>
<u>Darrell Siess</u>	<u>Residential Builder #2101094671</u>
<u>Ryan Fairchild</u>	<u>Electrical Contractor #ME6214519/EC6111677</u>
<u>Thomas P. Hillberg</u>	<u>Engineer #6201030554</u>
<u>Robert Weinkauff</u>	<u>Plumbing Contractor #8000084</u>
<u>Chuck Scheufler</u>	<u>Electrician #6207141 #6105173</u>

**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) Marie A. Twite Title Supervisor

Signature of Elected Official *Marie A. Twite* Date 10/10/2011

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

# Township of Alpena

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

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Telephone: (989) 356-4024

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## AMENDMENT ORDINANCE NO. 119

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

AN ORDINANCE OF THE TOWNSHIP OF ALPENA, MICHIGAN, AMENDING ORDINANCE 21 - BY ADDING RESPONSIBILITY TO ADMINISTER ELECTRICAL INSPECTIONS AND PERMITS.

BE IT ORDAINED BY THE ALPENA TOWNSHIP BOARD OF TRUSTEES OF THE TOWNSHIP OF ALPENA, COUNTY OF ALPENA, STATE OF MICHIGAN, AS FOLLOWS:

ADD SECTION 2a. - ELECTRICAL INSPECTIONS AND PERMITS

### **SUBSECTION A. Enforcing Agency Designation.**

Pursuant to Section 8b(6) of the Stille-DeRossett Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1508b(6), the Township of Alpena hereby elects to administer and enforce the 1972 PA 230 and the Michigan Electrical Code. The Township of Alpena 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.

### **SUBSECTION B. Adoption of Michigan Electrical Code - 2008 NEC**

That certain documents, one copy of each which are on file in the office of the township building official being marked and designated as The Michigan Electrical Code - 2008 NEC, Michigan Residential Code, Michigan Rehabilitation Code and Michigan Energy Code are hereby adopted as the electrical code of the Township of Alpena for the control of building and structures as therein provided and each and all of the regulations, provisions, penalties, conditions and terms of said Michigan Electrical Code - 2008 NEC are hereby referred to, adopted and made a part hereof as if fully set forth in this article.

### **SUBSECTION C. Repeals.**

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

EFFECTIVE DATE

THE PROVISIONS OF THIS ORDINANCE SHALL TAKE EFFECT TEN (10) DAYS AFTER BEING ADOPTED BY THE ALPENA TOWNSHIP BOARD OF TRUSTEES AND DULY PUBLISHED.

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS ADOPTED BY THE ALPENA TOWNSHIP BOARD OF TRUSTEES, ALPENA, MICHIGAN, AT A REGULAR MEETING HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
MARIE A. TWITE, SUPERVISOR

\_\_\_\_\_  
CHRISTINE DUBEY, TOWNSHIP CLERK

ADOPTED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

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**Township of Alpena**

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

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Telephone: (989) 356-4024

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**AMENDED CONTRACT FOR ELECTRICAL INSPECTION SERVICES**

This Agreement is entered by and between the Township of Alpena, a General Law Township of 4385 U. S. 23 North, Alpena, Michigan, 49707, hereinafter referred to as "Township", and Frank Rosinski of 146 Bear Point, Alpena, Michigan 49707, hereinafter referred to as "Subcontractor"

The parties agree as follows:

1. Subcontractor shall provide electrical inspection services to the Township pursuant to the township ordinance and all state laws regarding same.
2. Subcontractor shall be an independent contractor and not an employee of the Township and shall comply with independent contractor or sub-contractor insurance provisions of the Township.
3. Subcontractor shall be responsible for his own mileage, inspector education fees and registration fees.
4. The Township will be responsible for collecting all electrical inspection and permit fees and the Township will set the appropriate fee schedule on an annual basis.
5. Subcontractor will be paid 80% of all electrical permit fees and electrical plan review fees received.
6. Either party may terminate this agreement upon 45 days written notice to the other party at their address as listed above.

UCL 14 2011

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7. This document constitutes the complete agreement between the Township and Subcontractor and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

In witness whereof the parties hereto have executed this Contract on this 29<sup>th</sup> day of September, 2011.

Township of Alpena,  
a General Law Township

Marie A. Twite

By: Marie A. Twite

It's: Supervisor

Christine Dubey

By: Christine Dubey

It's: Clerk

Subcontractor:

Frank Rosinski

Frank Rosinski

Office Hours

Monday - Friday

8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.

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**Permit application procedures for Electrical Permits**

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1. Review that electrical permit application is filled out properly and signed by applicant.
2. Collect appropriate fee from fee schedule on reverse side.
3. Have applicant fill out plan review application if required.
4. Collect plan review fee deposit of \$100.00. This will be total fee for small commercial projects. Larger commercial or industrial projects may require more time to review and will be assessed a higher fee based on time required by plan review staff. In any case the fee will not exceed \$300.00 and the applicant will be notified of the fee when plan review staff have had chance to look at the plans.
5. All plan reviews will be completed within 7 working days.
6. If plan review application is not required, issue permit within 5 working days. Simple electrical permits will be issued on the same day application is received.

**Electrical plan review procedures**

1. Give plans and application to electrical inspector/plan reviewer for review.
2. Call applicant and inform them of fee if over the original \$100.00 deposit.
3. Review plan according to applicable Michigan Electric Code.
4. Document any deficiencies in writing with applicable code section numbers and send notice to applicant, or stamp plans approved and sign them and issue permit.
5. All plan reviews and electrical permits will be issued using the BSA Permitting software currently in use for building permits.

**Inspections**

1. Permit holder calls township for inspection. 24-48 hours notice required.
2. Electrical inspector is notified and inspection is scheduled.
3. Inspection will be recorded in BSA permitting software.
4. Deficiencies/violation notice will be sent to permit holder with code sections attached if applicable.
5. If inspection passes it will be noted on weather card, or inspection sticker left on site.
6. Results of inspection will be recorded on BSA software.
7. At completion of project after final inspection has been approved, copies of all inspections in BSA will be copied to paper file and put in property record.

**Township of Alpena  
Electrical Permit Application**

4385 US 23 North  
Alpena, MI 49707  
(989) 358-2737

www.alpenatownship.com

Hours: Monday thru Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit can not be issued

**I. Job Location**

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	

**II. Contractor / Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME	STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		STATE REGISTRATION NUMBER	LOCAL LICENSING JURISDICTION
CITY	STATE	ZIP CODE	LOCAL LICENSE NUMBER      EXPIRATION DATE
TELEPHONE NUMBER (Include Area Code)		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"/> State 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 299 and shall bear that architect's or engineer's seal and signature.

Plan Review 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
--	------

**VI. 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 Local Electrical Inspector. I will cooperate with the Local Electrical Inspector and assume the responsibility to arrange for necessary inspections.

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Complete Application on Back Side

OCT 14 2011

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OFFICE OF ADMINISTRATIVE SERVICES

**VII. Fee Clarification**

**Item #17, Mobile Home Unit Site:**

When installing a site service in a park, the permit application must include the application fee, service, plus the 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)	\$45.00	1	\$45.00	K.V.A. & H. P.			
Service				19. Units up to 20	\$6.00		
2. Through 200 Amp.	\$10.00			20. Units 21 to 50 K.V.A. or H.P.	\$10.00		
3. Over 200 Amp. thru 600 Amp.	\$15.00			21. Units 51 K.V.A. or H.P. & over	\$12.00		
4. Over 600 Amp. thru 800 Amp.	\$20.00			Fire Alarm Systems (not smoke detectors)			
5. Over 800 Amp. thru 1200 Amp.	\$25.00			22. Up to 10 devices	\$50.00		
6. Over 1200 Amp. (GFI only)	\$50.00			23. 11 to 20 devices	\$100.00		
7. Circuits	\$5.00			24. Over 20 devices	\$5.00 each		
8. Lighting Fixtures - per 25	\$6.00			Data / Telecommunication Outlets***			
9. Dishwasher	\$5.00			31. 1 - 19 devices	\$5.00 each		
10. Furnace - Unit Heater	\$5.00			32. 20 - 300 devices	\$100.00		
11. Electrical - Heating Units (baseboard)	\$4.00			33. Over 300 devices	\$300.00		
12. Power Outlets (ranges, dryers, etc.)	\$7.00			Energy Management Temp. Control			
Signs				25. Energy Retrofit - Temp. Control	\$45.00		
13. Unit	\$10.00			34. Circuits - Energy Management	\$5.00 each		
14. Letter	\$15.00			26. Conduit only or grounding only	\$45.00		
15. Neon - each 25 feet	\$20.00			Inspections			
16. Feeders-Bus Ducts, etc. - per 50'	\$6.00			27. Power Restoration Inspection	\$20.00		
17. Mobile Home Park Site*	\$6.00			28. Additional Inspection	\$45.00		
18. Recreational Vehicle Park Site	\$4.00			29. Final Inspection	\$45.00		
				30. Certification Fee**	\$20.00		

\* See VII. Fee Clarification Item #17 above  
 \*\* Required for all school and state-owned construction projects  
 \*\*\* The Michigan Electrical Code Rules no longer contain requirements to permit and inspect data and telecommunications wiring; therefore, this section is voluntary.  
 NOTE: Under special circumstances the Township will assess an hourly fee for inspection services at a rate of \$45.00 per hour.

**Total Fee (Must include the \$45.00 non-refundable application and final inspection fees)**

**IX. Instructions for Completing Application**

**Make checks payable to "Township of Alpena"**

**General:** Electrical work shall not be started until the application for permit has been filed with the Township of Alpena. 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 issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00**

**Where to Submit Application:**

**Township of Alpena  
 Building Department  
 4385 US 23 North  
 Alpena, MI 49707  
 (989) 358-2737**

Hours: Monday thru Friday, 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

VALIDATION AREA

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**ALPENA TOWNSHIP**

**4385 US.23 NORTH ALPENA, MI 49707**

**989-358-2737**

**APPLICATION FOR PLAN REVIEW**

<b>FACILITY INFORMATION</b>		
FACILITY NAME	STREET ADDRESS	
<b>SUBMITTAL</b>		
ORIGINAL PROJECT NO.	ADDENDUM NO.	
<b>BUILDING DATA</b>		
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 GROUP	CONSTRUCTION TYPE	OCCUPANTS FLOOR AREA NO. OF FLOORS
FIRE SPRINKLERS		
<input type="checkbox"/> ENTIRE BUILDING	<input type="checkbox"/> LIMITED AREA	<input type="checkbox"/> NONE
PROJECT DESCRIPTION		
<b>PLAN REVIEW REQUEST</b>		
<input type="checkbox"/> BUILDING	<input type="checkbox"/> BARRIER FREE	<input type="checkbox"/> FOOTING/FOUNDATION <input type="checkbox"/> ENERGY <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> OTHER
<b>BUILDING OWNER</b>		
NAME	COMPLETE ADDRESS	PHONE NUMBER
<b>PROJECT ENGINEER OR ARCHITECT</b>		
NAME OF COMPANY	COMPLETE ADDRESS	PHONE NUMBER
NAME OF INDIVIDUAL	MICHIGAN LICENSE NUMBER	
<b>APPLICANT</b> (all correspondence will be sent to this address)		
NAME OF COMPANY	APPLICANT NAME	FEIN OR SSI
COMPLETE ADDRESS	PHONE NUMBER	
E-MAIL	FAX NUMBER	
APPLICANT SIGNATURE ( MUST BE AN ORIGINAL SIGNATURE)	DATE	
Authority: 1972 PA 230 compliance is voluntary Penalty: Plans will not be reviewed		
Confidential information on this application is protected under the Federal Privacy Act		

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**ALPENA TOWNSHIP**

**ELECTRICAL Permit No: PB110004**

Alpena Township Building Department

4385 US 23 N

Alpena, Michigan 49707

Phone:(989) 358-2737

Fax: (989) 356-9540

Location

Owner

Issued.  
Const value  
Zoning:  
**PLEASE CALL (989) 358-2737  
FOR AN INSPECTION 24 HOURS IN ADVANCE**

Contractor

**Work Description:**

**Stipulations:**

Paid	Permit Item	Work Type	Fee Basis	Item Total
------	-------------	-----------	-----------	------------

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Code Book in Effect

**Fee Total:  
Amount Paid:**

**Building Official**

**Balance Due:**

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced, and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

**Payment of permit fee constitutes acceptance of the above terms.**

## Method and Means of Electrical Inspector Compensation

The method used for calculations utilized to establish the fees charged for Electrical Code Services provided to the public is as follows:

After receiving the requested number of electrical permits issued by the State of Michigan for the two (2) preceding years, 2009 and 2010 under the Freedom of Information Act it provided a mean for the Township of Alpena to estimate what a budget would look like for an electrical service. The average permits from our community would be approximately 120 permits per year.

Proposed budget for 2011

Revenue (from permit fees)	\$ 13,000.00
Expenses	
Inspector expenses	\$ 10,400.00
Township expenses	2,600.00
Total expenses	\$13,000.00

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NOTE: Electrical inspector expenses include, but not limited to vehicle, fuel, maintenance, continuing education, insurance, certifications, home office expense, telephone, etc. The township portion will be to provide BSA software, office space, code library and other support as needed. Permit fees will be adjusted as necessary in conjunction to the cost of providing Electrical Code Services to the residents of the Township of Alpena.

### Break Down of Electrical Permit Fees & Expenses

Approximate permit fee:

\$45.00 - Application Fee  
10.00 - 200 Amp Service  
20.00 - 4 Circuits  
45.00 - Final Inspection  
\$120.00

Approximate permit expense:

\$13.55 - ½ hour inspection  
13.55 - ½ hour travel time  
27.10 - 1 hour paperwork  
8.25 - 15 miles @ .55 per mile  
24.00 - township's expense (office space, library, computer program, etc.)  
33.55 - inspector's expense (education, home office, insurance, etc.)  
\$120.00

Township of Alpena

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

Telephone: (989) 356-4024

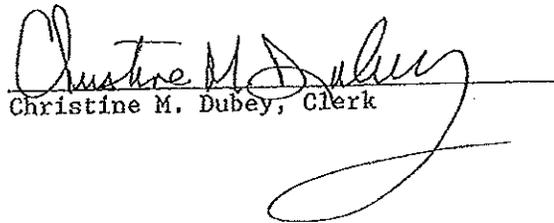
BUILDING/ZONING DEPARTMENT BREAKDOWN

<u>Expenses</u>		<u>Income</u>	
Inspectors Wages	\$33,970.00	Building Permits	\$20,059.00
Secretary	14,560.00		
FICA	3,009.00		
Medicare	704.00		
Hospitalization	22,000.00		
Life Insurance	180.00		
Pension	4,610.00		
Dental/Optical	100.00		
Transportation/Travel	2,759.00		
Office Supplies, Etc.	1,100.00		
Dues & Memberships	240.00		
Electricity (1/4)	1,000.00		
Heat	671.00		
Water/Sewer	144.00		
Snowplowing	197.00		
Telephone	2,072.00		
Seminar/Classes	150.00		
Auditing	1,100.00		
Main.Repairs (Bldg.)	265.00		
Legal	914.00		
Planning/Consultant	2,378.00		
Refuse	71.00		
Total	92,194.00		

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Christine M. Dubey, Clerk

**Alpena Township  
Construction Board of Appeals**

**ESTABLISHMENT; COMPOSITION; APPOINTMENT AND TERMS OF MEMBERS.**

- (a) The Construction Board of Appeals of the Township, heretofore created pursuant to the Still-DeRossett-Hale Single State Construction Code Act (PA 230 of 1972), as amended, is hereby established. The Construction Board of Appeals shall consist of no less than five (5) members appointed by the Township Supervisor with Board concurrence. Each member of the Construction Board of Appeals should have at least five years of professional experience as a licensed contractor, licensed engineer, licensed architect, licensed electrician, or a licensed plumber. If a representative is not available from one of these categories, others may be appointed who do not meet all of the specific requirements but, in the opinion of the Supervisor with board concurrence, are qualified with experience and training to pass upon pertinent matters.
- (b) Such members shall be appointed for two (2) year terms except that the initial appointments shall provide for one (1) three-year term, two (2) two-year terms and two (2) one-year terms so that subsequent appointments shall not occur at the same time.

**MEETINGS AND RULES GENERALLY.**

The Construction Board of Appeals shall meet at such times as the Board may determine. All meetings of the Construction Board of Appeals shall be open to the public. Compensation for the appointed members of the Construction Board of Appeals may be determined periodically by the Alpena Township Board of Trustees.

**QUORUM, VOTES NECESSARY FOR DECISION.**

A majority of the members of the Construction Board of Appeals shall constitute a quorum. A majority of the members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.

**SECRETARY; MINUTES OF MEETINGS; RECORDS OF HEARINGS.**

- (a) The Township Supervisor, or his or her designee, shall serve as secretary of the Construction Board of Appeals and shall keep records of its meetings. The minutes of the meetings shall be in writing, but may state the substance of any matter considered.
- (b) Official records of all hearings shall be prepared to include the following:
- (1) Notices, pleadings, motions, and intermediate rulings.
  - (2) Questions and offers of proof, objections, and rulings thereon.
  - (3) Evidence presented.

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- (4) Matters officially noticed (except matters so obvious that a statement of them would serve no useful purpose).
- (5) Findings and exceptions.
- (6) Decisions and reasons for the decision.

#### **GENERAL POWERS AND DUTIES.**

- (a) The Construction Board of Appeals shall act as a quasi-judicial body in deciding matters brought before it which involve any provision of the Township's building, plumbing, mechanical, electrical, and fire codes. The Construction Board of Appeals shall also act as an advisory board to the Alpena Township Board of Trustees. The Construction Board of Appeals shall have the following powers and duties:
  - (1) To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the Township building, plumbing, mechanical electrical and fire codes. The Construction Board of Appeals shall have no authority to waive requirements of any Township codes and no authority to waive any requirements of the Michigan Construction Code.
  - (2) To approve alternate materials and methods of installation. To do acts, make decisions and make such determinations as authorized by State law or the Michigan Construction Codes.
  - (3) After a public hearing, the Construction Board of Appeals may grant a specific variance to a substantive requirement of the codes, if the literal application of the substantive requirement would result in exceptional practical difficulty to the applicant, and if both of the following requirements are satisfied.
    - A. The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of the particular item or part for the health, safety, and welfare of the people of the Township and the intent of the code is observed, public safety secured and substantial justice done.
    - B. The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment to the code with respect to the condition reasonably practical or desirable.
- (b) The Construction Board of Appeals 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 the Township. The breach of a condition shall automatically invalidate the variance and any permit, license, and certificate granted on the basis of it. In no case shall more than the minimum variance from the code be granted that is necessary to alleviate the exceptional practical difficulty.

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## **PROCEDURE FOR APPEALS TO THE CONSTRUCTION BOARD OF APPEALS.**

- (a) Appeals from the rulings of any official charged with the enforcement of this section may be made to the Construction Board of Appeals within such time as shall be prescribed by the Construction Board of Appeals or by this section. The appellant shall file, with the official from whose decision the appeal is taken and with the Construction Board of Appeals, a notice of appeal, specifying the grounds therefore and stating the address of the appellant. The Building Official shall set the matter for hearing and give due notice thereof to all interested parties. The Construction Board of Appeals shall hear such matter and decide the same not later than thirty days after submission of the appeal. Failure by the Construction Board of Appeals to hear an appeal and file a decision within the time limit shall be deemed a denial of the appeal, for the purposes of instituting an appeal to the State Construction Code Commission pursuant to Section 16 of the Act (MCL 125.1516).
- (b) Within the limits of its jurisdiction, as prescribed in the section, the Construction Board of Appeals may reverse or affirm, in whole or in part, or may make such order, requirement, decision or determination as, in its opinion, ought to be made in the premises, and to that end shall have all the powers of the official from whom the appeal is taken. The final disposition of such appeal shall be in writing and shall state the grounds therefore and shall be forthwith delivered to the appellant at his last known address.

## **REQUEST FOR INTERPRETATION, APPROVAL OF MATERIALS, ETC.**

Any person, including the Building Official, may file with the Construction Board of Appeals requests for approval of alternate methods or materials, or any other matter provided for under the powers and duties of the Board, in the same manner as provided for appeals.

## **CONTENTS OF ORDERS.**

Any orders issued by the Construction Board of Appeals shall be set out in full, shall be supported by findings of fact, and shall state the grounds of the order in a manner reasonably calculated to apprise the petitioner of the basis thereof.

## **WHEN DECISION EFFECTIVE.**

Decisions of the Construction Board of Appeals become effective immediately after filing of the decision with the Building Official.

## **DECISIONS**

A record of decisions made by the Construction Board of Appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the construction Board of Appeals in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, PA 442 of 1976.

## **FURTHER APPEALS.**

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OCT 14 2011

An interested person, or his or her authorized agent, may appeal a decision of the Construction Board of Appeals to the State Construction Code Commission. Review by the State Construction Code Commission must be filed within ten business days of the filing of the decision by the Construction Board of Appeals or, in case of an appeal because of failure of a board of appeals to act within the prescribed time, at any time before filing of the decision. An appeal pursuant to the Administrative Procedures Act of 1969, Act no. 306 of the Public Acts of 1969, as amended, from a decision of the Construction Board Commission or a board, following an appeal from a decision of the Construction Board of Appeals or enforcing agency shall be made by a claim of appeal filed with the Court of Appeals. An appeal pursuant to that act from any other decision of the Construction Board Commission or of a board shall be by petition to review filed with the Ingham County Circuit Court.

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OFFICE OF ADMINISTRATIVE SERVICES

# Township of Alpena

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

Telephone: (989) 356-4024

September 30, 2011

The Township of Alpena assures it will provide a library of codes and standards for use by inspectors and plan reviewers at the township offices located at 4385 US 23 North, Alpena, MI 49707, (989) 358-2737. ✓

The Township of Alpena enforcement agency hours of operation are Monday thru Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. ✓

*Marie A. Twite*

Marie A. Twite  
Supervisor

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## Township of Alpena

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

Telephone: (989) 356-4024

Date: October 11, 2011

To: Irvin J. Poke, AIA, Director

From: Marie A. Twite, Supervisor  
Township of Alpena

Subject: Additional Information for Application to Administer and Enforce a Code

Please find enclosed a new application and proposed ordinance amendment and all other pertinent information. The proposed ordinance amendment will be adopted at our next regular meeting on November 7, 2011. After you review our application, please notify me if any changes or additional information is needed so that we may have time to submit it to you before your next meeting.

Please call me if you have any questions at (989) 356-4024.

*Marie A. Twite*

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OFFICE OF ADMINISTRATIVE SERVICES



RICK SNYDER  
GOVERNOR

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

STEVEN H. HILFINGER  
DIRECTOR

December 8, 2011

Ms. Marie Twite, Supervisor  
Alpena Township  
4385 US 23 North  
Alpena, MI 49707

**MAILED**  
12/8/11 *OW*

RE: Application to Administer and Enforce  
Michigan Electrical Code

Dear Ms. Twite:

The Township's Application to Administer and Enforce, and related information, received in this office on October 14, 2011, is being reviewed. At this point in the review process, the following items are missing and we ask that you provide them to our office at your earliest opportunity so that the review process may continue.

The Township must provide a certified copy of an adopted Ordinance No. 119 for review. Additionally, the Township must provide a detailed financial breakdown of the costs to the Township for providing one hour of plan review and one hour of electrical inspection.

Please provide the requested information to our office at your earliest opportunity. If you have questions, please contact our office at (517) 335-2972.

Sincerely,

Michael Somers, Analyst  
Office of Administrative Services

MDS/ms

Cc: Christine Dubey, Clerk, Alpena Township

*Providing for Michigan's Safety in the Built Environment*

# Township of Alpena

ALPENA TWP. CIVIC BLDG.  
4385 U.S. 23 North  
ALPENA, MICHIGAN 49707

Telephone: (989) 356-4024

December 12, 2011

Dept of Licensing and Regulatory Affairs  
Michael Somers, Analyst  
Office of Administrative Services  
PO Box 30254  
Lansing, MI 48909

Re: Application to Administer and Enforce  
Michigan Electrical Code

Dear Mr. Somers:

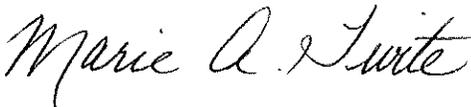
I am providing a certified copy of our adopted Ordinance No. 119 for review. Also, following is the detailed financial breakdown of the costs to the Township for providing one (1) hour of plan review service and one (1) hour of electrical inspection:

One hour plan review = \$27.10 (contractor-\$21.68; equipment and office use-\$5.42)

One hour electrical inspection = \$27.10 (contractor-\$21.68; equipment and office use - \$5.42)

If you should need any other information please contact my office at (989) 356-4024.

Sincerely,



Marie A. Twite  
Supervisor

Enclosures

Township of Alpena  
Ordinance No. 119

An ordinance to amend Ordinance No. 117 electing to administer and enforce The Michigan Electrical Code section of the State Construction Code; and to designate an enforcing agency to discharge the responsibilities of Alpena Township under the provision of the State of Michigan Construction Code Act (1972 PA 230, as amended).

ALPENA TOWNSHIP ORDAINS: That Ordinance No. 117 is hereby re-enacted in its entirety so as to allow its proper publication and effective date, and it is so ordained as follows:

**Section 1. Enforcing Agency Designation**

Pursuant to Section 8b(6) of the Stille-DeRossett Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1508b(6), the Township of Alpena hereby elects to administer and enforce the 1972 PA 230 and the Michigan Electrical Code. The Township of Alpena 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 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. Adoption of Michigan Electrical Code - 2008 NEC**

That certain documents, one copy of each which are on file in the office of the township building official being marked and designated as the Michigan Electrical Code - 2008 NEC, Michigan Residential Code, Michigan Rehabilitation Code and Michigan Energy Code are hereby adopted as the electrical code of the Township of Alpena for the control of building and structures as therein provided and each and all of the regulations, provisions, penalties, conditions and terms of said Michigan Electrical Code - 2008 NEC are hereby referred to, adopted and made a part hereof as if fully set forth in this article.

**Section 3. Repeals**

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

**Section 4. Effective Date**

This ordinance shall take effect on the day following its date of publication.

**Section 5. Publication**

This ordinance shall be published once, in full, in a newspaper of general circulation within the boundaries of Alpena Township and which is qualified under state law to publish legal notices, within thirty (30) days after its adoption, and the same shall be recorded in the Ordinance Book of the Township, and such recording authenticated by the signature of the Township Clerk.

**CERTIFICATION**

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the Township Board of the Township of Alpena, County of Alpena, Michigan, at a regular meeting held on the 7<sup>th</sup> day of October, 2011.

I further certify that the following Board members were present at said meeting: Baker, Diamond, Dubey, Dunckel, Mischley, Schuelke and Twite

and that the following Board members were absent: None

I further certify that Member Dunckel moved adoption of said Ordinance and that said motion was supported by Member Diamond.

I further certify that the following Board members voted for the adoption of said Ordinance: Schuelke, Dunckel, Twite, Mischley, Diamond, Dubey and Baker

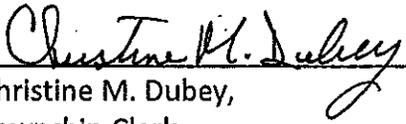
and that the following Board members voted against the adoption of said Ordinance: None

ORDINANCE DECLARED ADOPTED.

Christine M. Dubey  
Christine M. Dubey  
Township Clerk

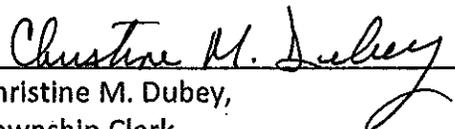
I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Township Board of the Township of Alpena, County of Alpena, Michigan, at a general meeting held on October 7, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act. I further certify that notice of said regular meeting was given to each member of the Township Board in accordance with the rules of procedure of the Board.

DATED: November 8, 2011

  
\_\_\_\_\_  
Christine M. Dubey,  
Township Clerk

I hereby certify that a copy of the foregoing Ordinance was published in the Alpena News on the 10th day of November, 2011, and that the Ordinance has been recorded in the Township Ordinance Book on this 11th day of November, 2011.

DATED: November 11, 2011

  
\_\_\_\_\_  
Christine M. Dubey,  
Township Clerk



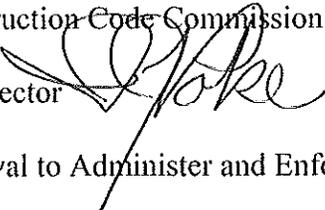
RICK SNYDER  
GOVERNOR

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

STEVEN H. HILFINGER  
DIRECTOR

**DOCUMENT #12-10**

December 14, 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. P-12-01 City of South Haven/Van Buren County**  
Michigan Plumbing Code  
Inspector/Plan Reviewer: Eddie Wainwright (Registration No. 003852)  
Currently state enforced

### FINDINGS

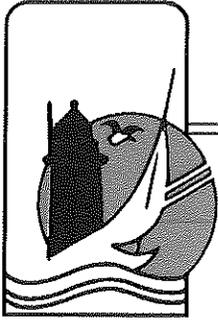
1. The City did not provide a certified copy of an adopted acceptable ordinance assuming the responsibility for the administration and enforcement of the Michigan Plumbing Code.
2. The City provided the names and qualifications of the members of its Construction Board of Appeals. However, it is not clear if the members possess current construction code experience, training, or licensure. The City must provide current resumes and licensure information for all members. Additionally, the City did not provide a written set of procedures for the governance of its board of appeals.
3. The City does not indicate the fee charged to applicants for a hearing before its Construction Board of Appeals.

*Providing for Michigan's Safety in the Built Environment*

4. The City's application for a plumbing permit form improperly references the Bureau of Construction Codes within Section IX Instructions for Completing Application.
5. There is no cost analysis provided to establish the fee charged for a plan review.
6. There is no cost analysis provided to establish the fee charged for an inspection.
7. There was no information regarding the method and analysis utilized to establish the fees charged for plumbing code enforcement services provided to the public.
8. There were no copies of executed and signed inspector employment agreements or third-party contracts provided for review.
9. There was no information providing the means and method of inspector compensation.
10. There was no information providing the days and hours of enforcing agency operation.
11. There was no proposed building department budget and staffing information provided for review.
12. The City did not provide assurance that a complete library of codes and standards is available for use by the inspectors and plan reviewers as identified in Chapter 13 of the 2009 Michigan Plumbing Code.

**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 South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499

Telephone (269) 637-0700 • FAX (269) 637-5319

October 24, 2011

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Office of Administrative Services  
PO Box 30254  
Lansing, MI 48909  
ATTN: Mr. Mike Somers

Dear Mr. Somers:

Enclosed please find the completed application and support documents for the City of South Haven to administer and enforce the state plumbing code. It is the City's intention to retain Mr. Eddie Wainwright as the plumbing inspector and plan reviewer. Mr. Wainwright is currently working for the city as an independent contractor administering and enforcing the state mechanical code. He has been registered and working as a plumbing inspector since 1996.

If you have any questions regarding the enclosed materials, please do not hesitate to contact me.

Yours Sincerely,

A handwritten signature in cursive script that reads "Linda S. Anderson".

Linda S. Anderson  
City of South Haven, MI  
Dir. Of Building Services, Planning and Zoning

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DPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

**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

061 26 2011

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 <b>City of South Haven, MI</b>		CONTACT PERSON (Elected Official) <b>Robert Burr, Mayor</b>	
ADDRESS (Street Number and Name) <b>539 Phoenix Street</b>			
CITY <b>South Haven</b>	COUNTY <b>Allegan and Ottawa</b>	STATE <b>MI</b>	ZIP CODE <b>49090</b>
TELEPHONE NUMBER (Include Area Code) <b>(269) 637-0760</b>	FAX NUMBER (Include Area Code) <b>(269) 637-5319</b>	E-MAIL ADDRESS <b>landerson@south-haven.com</b>	

**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
<u>Eddie Wainwright</u>	<u>003852</u>	<u>Plumbing inspector since 1996;</u> <u>Licensed plumbing and</u> <u>mechanical inspector, and</u> <u>Plan Reviewer</u>
Name of Plan Reviewer(s) <i>(Attach additional sheet, if necessary)</i>	Registration Number	Experience and/or Qualifications
<u>Same as above</u>		

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 Ed Wainwright, PO Box 209, Edwardsburg, MI 49112

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

Name Ross Rogien                      Title City Building Inspector/Official    Registration No. 004358

*(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.

**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>
Edward Morse	Prof. Land Surveyor #47966
Bryan Lundgren	Prof. Engineer (retired)
Dennis Lewis	B.S. Mechanical Engineering (BSME)

**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) Robert Burr Title Mayor  
Signature of Elected Official Robert Burr Date \_\_\_\_\_

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

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DEPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

Attachments for the Application to  
Administer and Enforce the  
State of Michigan Plumbing Code

RECEIVED  
DEPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Subsection B-1  
Letter from Ed Wainwright Verifying Willingness to Perform  
Plumbing Inspections and Plan Review

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DEPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

9-28-11

Upon receiving approval from the State of Michigan, I will begin performing plumbing inspections and plumbing plan reviews for the City of South Haven.



Eddie J. Wainwright  
Registration # 003852

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DEPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Subsection A  
Code Adoption Ordinance

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ECONOMIC GROWTH

JUL 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

**Excerpt: From The City of South Haven  
Code of Ordinances  
BUILDINGS AND BUILDING REGULATIONS**

**ARTICLE VI. PLUMBING CODE**

**Sec. 10-171. Adoption of code.**

Pursuant to the provisions of Act No. 230 of the Public Acts of 1972 (MCL 125.1501 et seq., MSA 5.2949(1) et seq.), as amended, the Michigan Plumbing Code, as published by The Michigan Department of Consumer and Industry Services Bureau of Construction Codes, P. O. Box 30255, Lansing, Michigan 48909 and The International Code Council, 5203 Leesburg Pike, Suite 708 Falls Church, Virginia 22041, and as it may be amended from time to time, is hereby adopted by reference, as amended and supplemented in this article, and made a part of this Code as if fully set forth in this section, subject to the modifications and amendments as the city may make from time to time.

(Ord. No. 924, Sec. 1, 12-15-03)

**State law reference(s)**--Authority to adopt technical codes by reference, MCL 117.3(k), MSA 5.2073(k).

**Sec. 10-172. Purpose of code.**

The purpose of the plumbing code is to establish minimum regulations governing the design, installation and construction of plumbing systems, by providing reasonable safeguards for sanitation to protect the public health against the hazards of inadequate, defective or unsanitary plumbing installations; to provide for the issuance of permits and for the collection of fees; and to prescribe penalties for violations.

**Sec. 10-173. Repealed.**

(Ord. No. 816, Sec. 9, 2-6-95; Ord. No. 924, Sec. 2, 12-15-03)

**Sec. 10-174. Copies of code.**

The clerk shall provide for copies of the Michigan Plumbing Code, adopted by the provisions of this article, and such copies shall be readily available for inspection and for distribution to the public at all times at a fee to be set by council resolution from time to time.

(Ord. No. 924, Sec. 1, 12-15-03)

**Secs. 10-175--10-195. Reserved.**

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OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Subsection B-4  
Application for Plumbing Permit and  
Plumbing Permit Form

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ECONOMIC GROWTH

OCT 26 2011

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

# PLUMBING PERMIT APPLICATION

OCT 26 2011

CITY OF SOUTH HAVEN  
Phone (269) 637-0760

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Authority: 1972 PA 230  
Completion: Mandatory to obtain permit  
Penalty: Permit can not be issued

### I. Job Location

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS & JOB LOCATION (Street No. and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED	COUNTY	
	<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:		

### II. Contractor/Homeowner Information

INDICATE WHO THE APPLICANT IS		NAME OF PLUMBING CONTRACTOR OR HOMEOWNER	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Master <input type="checkbox"/> Water Treatment Installer				
ADDRESS (Street No. and Name)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)		
NAME OF MASTER PLUMBER			MASTER LICENSE NUMBER	EXPIRATION DATE
BUSINESS BRANCH ADDRESS		CITY	STATE	ZIP CODE

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State 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 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission 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 PLUMBING CONTRACTOR, MASTER PLUMBER, WATER TREATMENT INSTALLER, OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	DATE

### VI. 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 State Plumbing Inspector. I will cooperate with the State Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

### VIIa. Fee Clarification

Item #2, Mobile 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.

**VIIb. Fee Clarification (continued)**

<b>Item #3, Fixtures, Floor Drains, Special Drains, and Water Connected Appliances Include:</b>					
Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bath tub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connection to Carbonated Beverage Dispensers
<b>Plus Any Other Fixture, Drain, or Water Connected Appliance Not Specifically Listed</b>					
<b>Item #25, Domestic Water Treatment And Filtering Equipment:</b> 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	Watering Distributing Pipe (system)			
2. Mobile 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 each			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-soil drains	\$5.00 each			18. 2" Water Distribution Pipe	\$25.00		
Water Service				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			25. Domestic water treatment and filtering equipment only **	\$5.00		
9. Over 6"	\$50.00			26. Medical Gas System	\$45.00		
10. Connection (bldg. drain – bldg. sewers)	\$5.00			Inspections			
Sewers (sanitary, storm, or combined)				21. Special/Safety Insp. (includes cert. fee)	\$50.00		
11. Less than 6"	\$5.00			22. Additional Inspection	\$50.00		
12. 6" & Over	\$25.00			23. Final Inspection	\$50.00		\$50.00
13. Manholes, Catch Basins	\$5.00 each			24. Certification Fee	\$20.00		

\* See VIIa. Fee Clarification, Item #2 on front  
 \*\* See VIIb. Fee Clarification, Item #25 above

**Total Fee (Must include the \$50.00 non-refundable application fee)**

**IX. Instructions for Completing Application**

**General:** Plumbing work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. 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 issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**Where to Submit Application:** The Bureau of Construction Codes & Fire Safety is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings. Permit applications for state issued permits should be sent to the address on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Plumbing Division at 517-241-9330.

**Make Checks Payable to:  
 CITY OF SOUTH HAVEN**

**Mail to:  
 City of South Haven  
 539 Phoenix Street  
 South Haven, MI 49090**

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

EXHIBIT A

**RECEIVED**  
DEPT. OF LABOR &  
ECONOMIC GROWTH

OCT 26 2011

**PLUMBING PERMIT APPLICATION**

**CITY OF SOUTH HAVEN**  
**Phone (269) 637-0760**

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Authority: 1972 PA 230  
Completion: Mandatory to obtain permit  
Penalty: Permit can not be issued

**I. Job Location**

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS & JOB LOCATION (Street No. and Name)		NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township    OF:	
		COUNTY	

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Master <input type="checkbox"/> Water Treatment Installer		NAME OF PLUMBING CONTRACTOR OR HOMEOWNER		CONTRACTOR LICENSE NUMBER		EXPIRATION DATE	
ADDRESS (Street No. and Name)				CITY		STATE	
						ZIP CODE	
TELEPHONE NUMBER (Include Area Code)				FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)				MESC EMPLOYER NUMBER (or reason for exemption)			
NAME OF MASTER PLUMBER				MASTER LICENSE NUMBER		EXPIRATION DATE	
BUSINESS/BRANCH ADDRESS				CITY		STATE	
						ZIP CODE	

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State 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**

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Plan Review Submission No. \_\_\_\_\_ Plans Not Required

**V. Applicant Signature**

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SIGNATURE OF PLUMBING CONTRACTOR, MASTER PLUMBER, WATER TREATMENT INSTALLER, OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI Homeowner Affidavit)	DATE
--	------

**VI. 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 State Plumbing Inspector. I will cooperate with the State Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

**VIIa. Fee Clarification**

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**VIIb. Fee Clarification (continued)**

<b>Item #3, Fixtures, Floor Drains, Special Drains, and Water Connected Appliances Include:</b>					
Water Closets	Sink (any description)	Stop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalmng Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still			Water Connection to Carbonated Beverage Dispensers	
<b>Plus Any Other Fixture, Drain, or Water Connected Appliance Not Specifically Listed</b>					
<b>Item #25, Domestic Water Treatment And Filtering Equipment:</b> 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
1. Application Fee (non-refundable)	\$50.00	1	\$50.00
2. Mobile Home Park Site *	\$5.00 each		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each		
4. Stacks (soil, waste, vent and conductor)	\$3.00 each		
5. Sewage ejectors, sumps	\$5.00 each		
6. Sub-soil drains	\$5.00 each		
<b>Water Service</b>			
7. Less than 2"	\$5.00		
8. 2" to 6"	\$25.00		
9. Over 6"	\$50.00		
10. Connection (bldg. drain – bldg. sewers)	\$5.00		
<b>Sewers (sanitary, storm, or combined)</b>			
11. Less than 6"	\$5.00		
12. 6" & Over	\$25.00		
13. Manholes, Catch Basins	\$5.00 each		

	FEE	# ITEMS	TOTAL
<b>Watering Distributing Pipe (system)</b>			
14. 3/4" Water Distribution Pipe	\$5.00		
15. 1" Water Distribution Pipe	\$10.00		
16. 1-1/4" Water Distribution Pipe	\$15.00		
17. 1-1/2" Water Distribution Pipe	\$20.00		
18. 2" Water Distribution Pipe	\$25.00		
19. Over 2" Water Distribution Pipe	\$30.00		
20. Reduced pressure zone back-flow preventer	\$5.00 each		
25. Domestic water treatment and filtering equipment only **	\$5.00		
26. Medical Gas System	\$45.00		
<b>Inspections</b>			
21. Special/Safety Insp. (includes cert. fee)	\$50.00		
22. Additional Inspection	\$50.00		
23. Final Inspection	\$50.00		\$50.00
24. Certification Fee	\$20.00		

\* See VIIa. Fee Clarification, Item #2 on front  
 \*\* See VIIb. Fee Clarification, Item #25 above

**Total Fee (Must include the \$50.00 non-refundable application fee)**

**IX. Instructions for Completing Application**

**General:** Plumbing work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. 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 issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**Where to Submit Application:** The Bureau of Construction Codes & Fire Safety is responsible for code enforcement in units of government throughout the state which have no local program and for all state owned buildings. Permit applications for state issued permits should be sent to the address on the front of this application. If you are not sure whether a state permit or a local permit is appropriate, contact our office or your local building inspector. Questions regarding state issued permits may be directed to the Office of Management Services, Permit Section at 517-241-9313. Code questions may be directed to the Plumbing Division at 517-241-9330.

**Make Checks Payable to:  
CITY OF SOUTH HAVEN**

**Mail to:  
City of South Haven  
539 Phoenix Street  
South Haven, MI 49090**

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**CITY OF SOUTH HAVEN**

**PLUMBING Permit No: PP110001**

Building Services Department  
539 Phoenix Street  
South Haven, MI 49090

Phone:(269) 637-0789  
Fax: (269) 637-5319

**PLEASE CALL TO SCHEDULE REQUIRED  
INSPECTIONS 24 HOURS IN ADVANCE -  
INSPECTION REQUEST LINE FOR  
BLDG., ELEC. or MECH. 269-637-0789**

<b>80-53-870-039-00</b>	Location
<b>923 PHOENIX ST</b>	
SOUTH HAVEN	49090
<b>Issued:</b>	
<b>Applicable Code:</b>	
<b>M/G:</b>	<b>Zoning:</b>

FANNIE MAE	<b>Owner</b>
14221 DALLAS PKWY STE 1000	
DALLAS	TX 75254
FANNIE MAE	

	<b>Contractor</b>
14221 DALLAS PKWY STE 1000 PH#	
DALLAS	TX 75254

**Work Description:**

**Stipulations:**

Permit Item	Work Type	Fee Basis	Item Total
PLUMBING FEE	STANDARD ITEM	1.00	\$75.00
REGISTRATION FEE	Registration Fee	1.00	\$50.00

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

*- Sample -*

Code Official

Fee Total:	<b>\$125.00</b>
Amount Paid:	<b>\$0.00</b>
<b>Balance Due:</b>	<b>\$125.00</b>

Subsection B-5  
Resolution of Adoption for  
Procedures for Administration and  
Enforcement of Plumbing Code and Copy of Procedures

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BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

OCT 26 2011

RESOLUTION NO. 2011-48

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

A RESOLUTION ADOPTING THE PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT OF  
THE PLUMBING CODE

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on October 17, 2011 at 7:30 p.m. local time.

PRESENT: Arnold, Bemis, Fitzgibbon, Klavins, Burr

ABSENT: Kozlik Wall, Patterson

The following preamble and resolution was offered by Member Fitzgibbon and supported by Member Klavins.

WHEREAS, THE City of South Haven desires to locally administer and enforce the State of Michigan Plumbing Code; and

WHEREAS, the State of Michigan has in place a process for the transference of code enforcement and administration from the State to the City; and

WHEREAS, the State of Michigan, as part of that process, requires that a procedural document detailing the office administration and enforcement of the plumbing code be adopted by resolution.

THEREFORE, BE IT RESOLVED, that the City of South Haven adopts the Procedures for Administration and Enforcement of the Plumbing Code as attached as Exhibit A, effective upon adoption and publication of the minutes.

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Arnold, Bemis, Fitzgibbon, Klavins, Burr

Nays: None

RESOLUTION DECLARED ADOPTED.

  
Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 17<sup>th</sup> day of October, 2011, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 et seq).

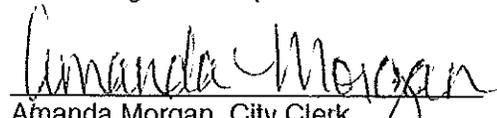
  
Amanda Morgan, City Clerk

EXHIBIT A

CITY OF SOUTH HAVEN  
BUILDING SERVICES DEPARTMENT  
PROCEDURES FOR THE ADMINISTRATION AND ENFORCEMENT OF  
THE STATE OF MICHIGAN CONSTRUCTION CODE

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OCT 26 2011

- **Permit Application and Plan Review**

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Before construction of a building or structure may commence, an owner or their representative must file an application in writing on a form prescribed by the State Construction Code Act.

Building permit applications generally require both zoning and structural approval. Building permits are required for all work which requires structural alteration, hot tubs, pools, and demolition. This does not include paint, cabinetry, hanging ceilings, carpet, or replacing doors or windows (if the size of the opening is not changing).

If a contractor is doing the work, the contractor should *always* pull the permit for liability reasons. The applicant is held responsible for any work – and therefore damage – done on the site; therefore, the contractor should apply. Advise the homeowner of this any time homeowner submits an application for contracted work; some homeowners are not aware of this policy and take out the permit so that the contractor “has one less thing to do.”

A building permit application consists of the application form and any supplementary plans necessary for the Zoning Administrator and the Building Inspectors to verify code compliance. The Zoning Administrator or Building Inspector may request additional information after the application has been accepted for review: a site survey, drawings sealed by the architect/engineer if not provided, construction documents, etc. Any application received by this department must be either approved or denied within a reasonable period of time. *The City does not accept payment at the time of application.* Some applicants may view this as an approval and begin work. For checks sent by mail with an application, attach the check to the application. Do not process it. *No work may be done by the contractor or homeowner until a building permit has been issued and paid for.*

The application first is given to the Zoning Administrator for evaluation against the requirements of the Zoning Ordinance. This includes lot lines, dimensions of existing and proposed structures, setback distances from all lot lines and street grades. The Administrator may deny the application, request additional information, require a site plan review or approve it. The Zoning Administrator may issue and sign permits without Building approval for non-structural work including fences, signs and driveways.

Once zoning is approved, the application is then given to the Building Inspector for structural review. For Building Code review and approval, the plans must be full and complete with specifications drawn to scale with sufficient detail and clarity to show specifically the work to be done. If the plans do not conform to the code or other laws, the application shall be rejected in writing setting forth the reasons for rejection. Once the plan is found to be in compliance, it is stamped “Approved” by the inspector and issued.

- **Permit Issuance and Tracking**

The permit is issued and tracked using the BS&A computer system under the property on which the work is being done. Once the permit is issued, three copies are printed and signed by the Building Inspector. One copy is filed in the address property file, one is for the applicant's records and one, on heavier stock, is to be posted at the jobsite.

Contractors may request to have their permits mailed upon being issued, rather than picking the permit up from City Hall. Permits may not be mailed unless they have been fully paid for. Common practice is to pick up the permits in person. Permits are valid for one year after the date of issuance. Work may not be started under an expired permit. The applicant must submit a new application regardless of whether the work is the same as under the original permit. If the work has been started when the permit expires, but it is not complete, a new permit may be required at the discretion of the Zoning Administrator and the Building Inspector.

- **Scheduling Inspections**

For building inspections, the applicant may call the inspector directly or schedule through the Building Services office. The inspector maintains regular hours in the city office but must be available other times during the business week.

Same-day inspections cannot be guaranteed. Inspections should be scheduled at least a day in advance. Inspections on off-hours are available by request for an additional fee. Contractors must contact the inspector directly to schedule a special inspection. Inspections may only be scheduled or cancelled by the homeowner or permit applicant.

Building inspections are categorized as: footing (foundation), rough-in (framing), and final. For rough-ins and finals, all trades (electrical, mechanical, and plumbing) must be inspected before building inspector will approve the building inspection. Once inspections are completed the results shall be entered into the BS&A program.

In the event that the inspector finds a code violation during an inspection, the area of concern is tagged and the applicant notified immediately by telephone, fax or email. Construction in the area of violation will cease until the violation is corrected.

- **Contractor Registration**

All contractors must be registered with the City of South Haven before doing any work. The City Code of Ordinances requires annual registration. No permits may be issued to contractors without an active registration. Homeowners do not register as contractors to pull permits.

Contractor registration forms with a copy of the contractor's license are to be turned in with a \$5.00 fee to the Customer Service desk for processing. When the registration is returned to this office, it must be entered in the BS&A system. Enter both the contractor and licensee himself. When reregistering a contractor, verify that all information is the same, and correct it as necessary. If the license is not in the name of the original licensee, add a new licensee. Set the expiration date for December 31 of the current year.

At the end of year, the city staff will archive that year's contractor registration folder.

- **Certificates of Occupancy (C of O)**

Certificates of Occupancy must be inserted into/linked to the permit entry under which the work was done. Three copies should be printed and signed by the Building Inspector after the final inspection. One copy is placed in the property file. The other two copies are placed at the Building Services window for pick-up by the homeowner or contractor. No additional fees are paid for the C of O.

- **Finalizing Permits**

All permits are listed in the BS&A system as "Issued" until they expire or are finalized. The inspector is responsible for changing the status of permits to "Finalized" once the job has passed the final inspection. The status will automatically change to "Expired" once the expiration date has passed if the status has not been changed to "Finalized." The inspector may also determine the work and permit to be "Closed."

Paper copies of all completed plans, in addition to electronic copies, are filed in lateral files at the City Hall according to address.

Building Department  
Office Systems and Record Keeping Procedures  
City Council Adoption: October 17, 2011

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OFFICE OF ADMINISTRATIVE SERVICES

Subsection B-6  
Resolution of Adoption for the Fee Schedule  
And Copy of Fee Schedule

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CITY OF SOUTH HAVEN  
VAN BUREN AND ALLEGAN COUNTIES, MICHIGAN

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RESOLUTION NO. 2011-49

A RESOLUTION ESTABLISHING A PERMIT FEE SCHEDULE  
FOR PLUMBING PERMITS AND INSPECTIONS

BUREAU OF CONSTRUCTION CODES  
OFFICE OF ADMINISTRATIVE SERVICES

Minutes of a regular meeting of the City Council of the City of South Haven, Van Buren and Allegan Counties, Michigan, held in the City Hall, 539 Phoenix Street, South Haven, Michigan 49090 on October 17, 2011 at 7:30 p.m. local time.

PRESENT: Arnold, Bemis, Fitzgibbon, Klavins, Burr

ABSENT: Kozlik Wall, Patterson

The following preamble and resolution was offered by Member Arnold and supported by Member Fitzgibbon.

WHEREAS, permit fees are intended to provide revenue to cover the cost of providing inspection services; and ✓

WHEREAS, municipal code requires a fee schedule to be adopted by resolution.

THEREFORE, BE IT RESOLVED, that the City of South Haven adopts a permit application and fee schedule as attached as Exhibit A, effective upon adoption and publication of the minutes. ✓

BE IT FURTHER RESOLVED, that this resolution shall take effect upon passage by the City Council.

RECORD OF VOTE:

Yeas: Arnold, Bemis, Fitzgibbon, Klavins, Burr

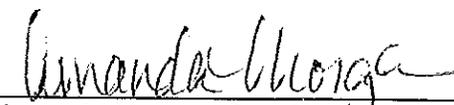
Nays: None

RESOLUTION DECLARED ADOPTED.

  
Robert G. Burr, Mayor

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a meeting held on the 17<sup>th</sup> day of October, 2011, at which meeting a quorum was present, and that this resolution was ordered to take immediate effect. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 167 of the Public Acts of Michigan 1976 (MCL 15.261 *et seq.*)

  
Amanda Morgan, City Clerk



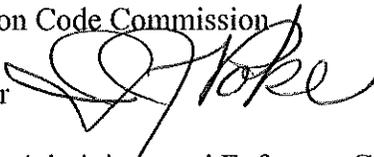
RICK SNYDER  
GOVERNOR

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

STEVEN H. HILFINGER  
DIRECTOR

**DOCUMENT #12-13**

December 14, 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. **M-12-01 Moorland Township/Muskegon County**  
Michigan Mechanical Code  
Inspector/Plan Reviewer: Robert Modreske (Registration No. 005098)  
Currently state enforced

### FINDINGS

1. The Township did not provide a certified copy of an adopted ordinance assuming the responsibility for the administration and enforcement of the Michigan Mechanical Code.
2. The Township's proposed application for a mechanical permit form does not identify the Township as the enforcing agency and is not a form prescribed for use by the Commission in accordance with Section 10 (1) of the Act.
3. The Township did not provide a copy of its proposed mechanical permit form for review.
4. The Township has indicated that it is utilizing Sullivan Township's Construction Board of Appeals, but the Township did not provide a written set of procedures for the governance of its board of appeals.

*Providing for Michigan's Safety in the Built Environment*

5. There is no cost analysis provided to establish the fee charged for a plan review.
6. There is no cost analysis provided to establish the fee charged for an inspection.
7. There was no information regarding the method and analysis utilized to establish the fees charged for mechanical code enforcement services provided to the public.
8. The Township charges a fee for work started without a permit, but the Township does not indicate the amount of the additional fee.
9. The Township does not provide the fee for a pre-manufactured unit.
10. There were no copies of inspector employment agreements or contracts provided for review.
11. There was no information providing the means and method of inspector compensation.
12. There was no information providing the days and hours of enforcing agency operation
13. There was no proposed building department budget and staffing information provided for review.
14. The Township did not provide assurance that a complete library of codes and standards is available for use by the inspectors and plan reviewers as identified in Chapter 15 of the 2009 Michigan Mechanical Code.
15. The Township's application indicates that its mechanical inspector is associated with a private inspection agency and names the Township Supervisor as the governmental official responsible for decision making as it relates to code administration and enforcement. However, a review of the Bureau's inspector registration records indicates that the supervisor is not registered as a code official in accordance with 1986 PA 54. The Township must identify a registered code official to serve as the governmental official.

**RECOMMENDATION:** Due to concerns listed above regarding the Township'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

**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

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 <u>Mooreland Township</u>		CONTACT PERSON (Elected Official) <u>Chuck Krepps (Supervisor)</u>	
ADDRESS (Street Number and Name) <u>12416 Apple Ave.</u>			
CITY <u>Ravenna</u>	COUNTY <u>Muskegon</u>	STATE <u>MI</u>	ZIP CODE <u>49451</u>
TELEPHONE NUMBER (Include Area Code) <u>231-853-6742</u>	FAX NUMBER (Include Area Code) <u>231-853-5013</u>	E-MAIL ADDRESS	

**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

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 OFFICE OF ADMINISTRATIVE SERVICES

**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
<u>Robert Modreske</u>	<u>005098</u>	<u>15+ years mechanical contracting + 9 years as a registered inspector + plan reviewer</u>
Name of Plan Reviewer(s) <i>(Attach additional sheet, if necessary)</i>	Registration Number	Experience and/or Qualifications
<u>Robert Modreske</u>	<u>005098</u>	<u>15+ years mechanical contracting + 9 years as a registered inspector + plan reviewer</u>

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 Michigan Township Services, Muskegon, 384 W. 3rd, Suite 8, Fruitport, MI 49415

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

Name Chuck Krepps Title Supervisor Registration No. \_\_\_\_\_

*(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.

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

(Include professional license number and/or registration/license)

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**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)

Charles Krepps

Title

Supervisor

Signature of Elected Official

*Charles Krepps*

Date

10/13/11

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

# PROCEDURES FOR ISSUING PERMITS AND INSPECTIONS

## Issuing Permits

1. When permit application is received they are reviewed by the inspector for work being Done. If all requirements are met, permit is issued, if information is missing, permit Holder is contacted (by phone, mail, fax) for additional information needed, once all Requirements are met permit is issued.
2. Permits are issued with a permit number and a copy given to or mailed to the permit Holder.

## Inspections:

1. Inspections are scheduled when permit holder calls and requests them. All inspection Are done within a reasonable amount of time. In most cases within 24 hours of the Request.
2. Inspections are done and an inspection slip is left on site or mailed to the permit Holder with all findings and if violations code sections of violation noted.
3. If code violations are noted they are requested to correct violations and call for Re-inspection.

## Records:

1. Copies of all permits issued and inspections done are kept on file at the Township /
2. Final inspections and certificates of occupancy are issued by the enforcing agency once All approvals are given.

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OFFICE OF ADMINISTRATIVE SERVICES

Accepted As Written After Correction Was Made  
on 6/7/01 L.B.

**Moorland Township Board Minutes  
May 3, 2001**

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BUREAU OF CONSTRUCTIONAL CODES  
OFFICE OF ADMINISTRATIVE SERVICES

The regular meeting of the Moorland Township Board was held on Thursday May 3, 2001. The meeting was called to order by Supervisor-Sharon Rolison with the Pledge of Allegiance. Members present were, Supervisor-Sharon Rolison, Clerk-Kim Borgman, Treasurer-Connie Langlois, Trustees-Charles Borgman and Anita Knapp. Also present was Building Inspector-Jim Christopher, Fire Captain-Paul Tatrow, Cemetery Maintenance Person-David Galinis and 2-Area Residents.

The minutes from the April 2001 meeting were accepted as written by.

The Treasurers Report was read and motion was made by Kim Borgman, Seconded By-Anita Knapp to accept Treasurers Report as written.

**Building Inspector**-Jim Christophér reported that there was 7-permits issued for the month of April 2001. There was also some discussion and concerns from the Board on permits being issued without driveways being completed first.

**Fire Department**- Fire Captain-Paul Tatrow reported 7-Runs for the month of April 2001. 5-Fires and 2-Medicals.

**Planning Commission**- Member-Charles Borgman reported that the Planning Commission has approved for Charters Communications request for an easement to run a new fiber optic link through Moorland Township, on the existing poles only. There was also discussion on residents going to the County to get property splits instead of going through the Township. Sharon Rolison stated that there was a new law passed where the County was not allowed to issue such property splits any longer.

**Correspondence/Communications**-A letter was received and read from the State of Michigan, Department of Consumer & Industry Services on the adoption of Michigan Codes for all Building Inspectors, Plumbing/Mechanical Inspectors, & Electrical Inspectors. All inspectors must be certified and up to date on all their certifications and either the Township must employ such Inspectors or the State of Michigan will furnish the Township with the proper Inspectors. A Motion was made by, Connie Langlois, Seconded By, Kim Borgman to accept & sign this adoption for & by the State of Michigan for all Michigan Codes. Motion Carried.

A letter was read from the City of Norton Shores Mayor Nancy Crandall on a Planning & Zoning Educational Seminar that is being held on May 23, 2001 by the City of Norton Shores. The cost of this seminar is \$25.00 (Twenty Five Dollars) per person. A Motion was made by Connie Langlois, Seconded By, Kim Borgman to pay the \$25.00 for each member of the Planning Commission that wishes to attend the seminar. Motion Carried.

**Old Business**-The Board agreed at the April 2001 meeting to get involved with the West Michigan Shoreline Regional Development Commission on the submission of a project for the 2001 CEDS. There is no guarantee that such funds for project/projects will be issued but the program will look at all requests submitted. The Board discussed several roads in the Township that needed repairs and or to be paved. The Board decided that Laketon between Moorland and Ravenna Road was in need of repairs and if we could get help with the funding of repairing and

# MECHANICAL PERMIT

*Application Fees*

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OCT 14 2011

Jurisdiction of \_\_\_\_\_

BUREAU OF CONSTRUCTION CODES  
DATE OFFICE OF ADMINISTRATIVE SERVICES

TYPE OF JOB:  
COMMERCIAL: NEW  REMODEL   
RESIDENTIAL: NEW  REMODEL   
OTHER -description below

PERMIT NO. \_\_\_\_\_  
Job Location \_\_\_\_\_  
Owner \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. (Home) \_\_\_\_\_ (Bus.) \_\_\_\_\_

Description of work: \_\_\_\_\_  
Bldg. Permit No. \_\_\_\_\_

**NOTE: Any equipment to be covered must be inspected before covering. If more than one inspection is required, include "final" inspection fee.**

Mechanical Permit Schedule Single Family	Per Unit	No.	Fee		Per Unit	No.	Fee
Permit base fee, included one inspection, .....	35.00	1	35.00	Cooling towers, each .....	40.00		
Final inspections .....	35.00			Compressor, 15 H.P. to 50 H.P. each .....	35.00		
Furnaces (heat pumps, boiler, water heaters and decorative appliances) .....	20.00			Over 50 H.P. each .....	60.00		
Fireplaces - Gas, Solid Fuel (wood or pellet stoves) etc. .... <small>includes 2 inspections</small>	70.00			Air handlers, self contained units			
Chimney factory built .....	20.00			Ventilation and exhaust fans under 1,500 CFM each .....	7.00		
Central air conditioning .....	20.00			1,500 CFM to 10,000 CFM each .....	30.00		
Duct system, or hydronic piping .....	15.00			Over 10,000 CFM each .....	60.00		
Solar equipment system, piping fee included .....	20.00			Heat recovery and wall fan coils each .....	12.00		
Gas piping new installation .....	10.00			Unit heaters, each .....	20.00		
Exhaust fan each .....	4.00			Ducts, insulation, piping, fire suppression/protection systems			
LPG and fuel oil tanks, piping fee included each .....	15.00			Based on bid price			
Inspections, hourly rate .....	35.00			Under \$3,000 .....	25.00		
<b>TOTAL FEE</b>				\$3,000 to \$7,999 .....	35.00		
				\$8,000 to \$10,999 .....	45.00		
				Over \$11,000 (\$10 for each \$3,000 in addition to above rate)			
				Incinerators each .....	20.00		
				Crematories each .....	35.00		
				Humidifiers each .....	12.00		
				Electronic air cleaner with washer each .....	35.00		
				Tanks (for underground tanks add \$5 to each of the following)			
				Under 276 gallon each .....	15.00		
				276 gallon to 550 each .....	20.00		
				over 550 gallon each .....	30.00		
				For each additional tank, add 50 percent of the above fee based on largest tank			
				Inspection per hour .....	35.00		
				Additional and final inspections each .....	35.00		
				Plan Review Fee based on \$50 per hour - \$50 minimum	50.00		

\* Note: permit will be canceled when no inspections are requested and conducted within six months of the date of issuance or the date of previous inspection. Canceled permits cannot be refunded or reinstated

Commercial, Industrial	Per Unit	No.	Fee
Permit base fee (includes one inspection) .....	35.00	1	35.00
Gas/oil burning equipment, new and/or conversion units, each	25.00		
Gas piping, each outlet new installation .....	5.00		
Solar equipment, each panel & tank, piping fee included	20.00		
Air conditioning and refrigeration heat pumps, self contained			
Under 15 H.P. A/C. each .....	20.00		
Evaporator coils, each .....	30.00		
Under 5 H.P., split system, each .....	30.00		
5 H.P. and over, split system each .....	40.00		
Chiller, each .....	90.00		

The permit holder is responsible for arranging access for inspection. If an inspection is requested but cannot be completed due to a locked or otherwise inaccessible job site, a re-inspection fee may be charged. If work is started before permit is applied for, an additional fee will be charged.

CONTRACTOR'S SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LICENSE NO. \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION \_\_\_\_\_

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION \_\_\_\_\_ MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION \_\_\_\_\_

**HOMEOWNERS AFFIDAVIT**  
I hereby certify the mechanical work described on this permit application shall be installed by myself in my own single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with the Local Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Signed \_\_\_\_\_



# Township of Sullivan

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8138 Heights Ravenna Road, Ravenna, MI 49451 -- Phone 853-6900

August 11, 2011

Mr. Chuck Krepps, Supervisor  
Moorland Township  
12416 E. Apple Ave.  
Ravenna, MI 49451

Dear Chuck,

Per our conversation, Sullivan Township Board of Trustees has authorized your township to engage our Construction Board of Appeals members when needed.

Sincerely,

Tony Mabrito, Supervisor  
Sullivan Township

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## CONSTRUCTION BOARD OF APPEALS MEMBERS

1. Geoff Newmeyer - Licensed Plumber - 231-638-3676 - Lic # 803229
2. Travis Nadeau - Licensed Electrician -231-638-1033 - Lic# 6111613
3. T. Andy Stroup - Licensed Builder and engineer - 616-638-8445 - 2162167163
4. Chad Fett - mechanical contractor - 616-638-2641

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JENNIFER GRANHOLM  
GOVERNOR

MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC  
BUREAU OF CONSTRUCTION CODES

REGISTERED CODE OFFICIAL AND INSPECTOR

CATEGORY MECHANICAL INSPECTOR  
PLUMBING INSPECTOR  
PLAN REVIEWER

ROBERT F. MODRESKE

MI

REGISTRATION NO. 005098

EXPIRATION DATE 09/16/12

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ISSUED UNDER THE LAWS OF  
THE STATE OF MICHIGAN

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## Moorland Township

12416 East Apple Avenue  
P.O. Box 368  
Ravenna, MI 49451  
(231) 853-2015

October 13, 2011

Michael Somers, Local Government Analyst  
Department of Licensing & Regulatory Affairs  
Bureau of Construction Codes  
P.O. Box 30254  
Lansing, MI 48909

Enclosed is the mechanical application and requested information. If you have any questions, please feel free to contact me.

Regards,

Chuck Krepps  
Moorland Township Supervisor

CK/bs

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