

**Request for Annual Delegation of School Plan Review and Inspection Authority
to a Local Unit of Government Enforcing Agency**

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
517-241-9302
www.michigan.gov/bcc

Section 1b(5) of 1937 PA 306 provides:

“The department shall delegate the responsibility for the administration and enforcement of this act to the applicable agency if both the school board and the governing body of the governmental subdivision have annually certified to the department, in a manner prescribed by the department, that full-time code officials, inspectors and plan reviewers registered under the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313, will conduct plan reviews and inspections of school buildings.”

NOTE: Local governments not authorized to enforce the state construction codes do not qualify for delegation of school plan review and inspection authority.

BOTH THE SCHOOL BOARD PRESIDENT OF THE DISTRICT IN WHICH THE APPLICABLE FACILITY IS LOCATED AND THE GOVERNING BODY OF THE GOVERNMENTAL SUBDIVISION MUST CERTIFY, VIA ORIGINAL SIGNATURES, THAT THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE. If the school district is served by more than one local government enforcing agency, a separate form must be submitted for each enforcing agency and you must indicate which agency serves which facility.

Failure to complete all required information will result in this form being returned without action.

SCHOOL DISTRICT INFORMATION

A school official representing the school district/school board must provide the school contact information and the list of school facilities by completing the sections below. (It should be noted that non-public schools should not provide public school district information but should provide contact information regarding the superintending authority, if applicable, for the non-public school instructional and non-instructional school buildings located within each local government enforcing agency.)

SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT			COUNTY	
ADDRESS				
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON			TITLE	
LISTING OF SCHOOL FACILITIES (List only those school facilities within the district for which plan review and inspection authority is requested.) Attach additional pages as necessary.				
FACILITY NAME		FACILITY NAME		
1.		5.		
2.		6.		
3.		7.		
4.		8.		

Local Government Enforcing Agency Information

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application.

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT			COUNTY	
ADDRESS				
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON			TITLE	

BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION

List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections/plan reviews on school buildings and facilities. To qualify for delegation of school construction authority the governmental jurisdiction MUST document full time building, electrical, mechanical and plumbing inspectors and building, electrical, mechanical and plumbing plan reviewers.

NAME OF BUILDING OFFICIAL:			REGISTRATION NUMBER OF BUILDING OFFICIAL:
NAME	REGISTRATION NUMBER	PLAN REVIEWER	INSPECTOR
1.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
2.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
3.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
4.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
5.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
6.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
7.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg
8.		<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg	<input type="checkbox"/> Bldg <input type="checkbox"/> Elec <input type="checkbox"/> Mech <input type="checkbox"/> Plbg

Please list your office hours and inspection staff hours below. (Example: 8:00 a.m. - 5:00 p.m.)

Office Hours: M _____ - _____ T _____ - _____ W _____ - _____ Th _____ - _____ F _____ - _____ = _____ total hours

Inspection Staff Hours: M _____ - _____ T _____ - _____ W _____ - _____ Th _____ - _____ F _____ - _____ = _____ total hours

- Plan reviews will be completed within 60 days of receipt of the application.
- Permits will be issued and inspections conducted (within 5 business days) in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- Permits will not be issued until a delegation of authority is granted by the Bureau of Construction Codes, Department of Licensing and Regulatory Affairs.
- Violation notices shall be issued as provided by the Act and applicable Code(s).
- Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the **ORIGINAL** signature of the school board president and the chief elected official of the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME OF SCHOOL BOARD PRESIDENT (Please Print)	NAME OF LOCAL SCHOOL DISTRICT
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT	DATE
SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME AND TITLE OF CHIEF ELECTED OFFICIAL* (Please Print)	NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE

*The State Construction Code Act defines the chief elected official as listed below:

County: Chair of the Board of Commissioners City: Mayor Village: President Township: Supervisor