



CODE WORKS!

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The Bureau of Construction Codes signed a contract with Accela, Inc. in late December 2012. The contract is to replace the existing Permits Plus client-server technology with Accela Automation® web-based enterprise system to integrate construction code enforcement, contractor licensing and case management. This will ultimately improve service delivery to the state's 9.8 million residents.

Accela Land Management™ will manage all of the state's permit activities from start to finish. This will include electronic document review of construction documents. It will also handle all types of regulatory processes from one time construction permits to annual elevator inspections.

Accela Licensing and Case Management™ will stream line the issuance of construction licenses by the bureau. It will allow the bureau to easily create new case types and business rules. Accela Citizens Access™ will enable citizens, contractors, design professionals and other business professionals to access state services 24/7.

The Bureau of Construction Codes is responsible for the administration of laws relating to building, boiler, electrical, elevator, mechanical systems, and plumbing. The bureau issues permits and licenses, manages licensure examinations, provides inspection and plan review services, investigates complaints against licensees, and registered inspectors.

In an effort to implement the new automation system we will conduct focus groups of our customers. If you are interested in participating, please contact us at bccinfo@michigan.gov and indicate your representation, e.g. licensee, contractor, code official, design professional, etc.



PLAN REVIEW DIVISION

RESOURCE A OF THE MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS

By **Todd Cordill, NCARB, Chief**
Plan Review Division

The 2009 Michigan Rehabilitation Code for Existing Buildings contains a valuable tool for registered design professionals and code officials. Resource A, entitled The Guidelines on Fire Ratings of Archaic Materials and Assemblies is the tool that aids an architect or professional engineer with the evaluation of the fire safety of an existing building or structure undergoing a rehabilitation project. The information contained in Resource A is focused on archaic materials and assemblies typical in design and construction prior to 1950. The purpose of the resource is to provide documentation that is not readily available regarding the fire performance of such archaic materials and assemblies. The resource also gives building code officials a firm basis for reviewing and accepting an evaluation of building fire safety prepared by an architect or professional engineer.

The introduction to Resource A includes the following language:

The International Existing Building Code (IEBC) is a comprehensive code with the goal of addressing all aspects of work taking place in existing buildings and providing user-friendly methods and tools for regulation and improvement of such buildings. This resource document is included within the cover of the IEBC with that goal in mind and as a step toward that goal.

Fire-related performance of archaic materials and assemblies is covered in-depth with respect to flame spread, smoke production, and degree of combustibility. The process of evaluating an existing building is described with respect to exterior bearing walls, interior bearing walls, interior nonbearing walls, structural frame, floor/ceiling structural systems, roofs, and doors. The fire resistance of existing building elements can be estimated from data contained within tables and charts in the appendix of Resource A. The fire resistance tables and associated charts cover materials such as masonry, metal framing, wood framing, reinforced concrete, cast iron, steel, hollow clay tile, and various door assemblies. Many of the tables and charts are accompanied by illustrations showing the configurations of given assemblies and materials, some of which have dimensions.

For final evaluation and design solutions an architect or professional engineer can use either an experimental approach using the services of a testing laboratory or a theoretical approach using Harmathy's Ten Rules (of fire endurance ratings). Harmathy's Ten Rules are explained in great detail within the text of Resource A. Such final evaluations and design solutions using these approaches shall be submitted to the code enforcing agency having jurisdiction along with construction documents for a proposed project.

Resource A can be used for evaluating the fire safety of building materials for a wide range of existing buildings. This resource contains a compilation of information that cannot be readily found by most design professionals and code officials. The bibliography of the resource contains an extensive listing of the publications used for writing the resource. The number of bibliographic entries demonstrates that the equivalent of a technical library was used to write the resource document. Without this resource document, design professionals and code officials would have to conduct extensive research through technical libraries and archives to find the information available in Resource A.

Contact the Plan Review Division at (517) 241-9328 with questions.

ATTENTION READERS!

If you know of an organization or individual that would benefit from the information posted in BCC's newsletter, please direct them to our website at www.michigan.gov/bcc. Under the "Publications, Bulletins & Advisories" heading, click on the Code Works! link for more information on how to subscribe and receive an electronic notification of when each quarterly newsletter is posted.

BUILDING DIVISION

CERTIFICATES OF MANUFACTURED HOME OWNERSHIP (TITLING)

By **Tracie Pack, Departmental Analyst**
Building Division

Due to the economic climate, many licensees have changed their focus from new home sales to previously-owned home sales and renting. The bureau would like to remind licensees that they are still required to apply for certificates of manufactured home ownership (title) for homes they own and rent as well as those they sell.

The Mobile Home Commission Act, 1987 PA 96, Section 30 (1) states:

“After December 31, 1978, every mobile home located in this state shall be subject to the certificate of title provisions of this act, except for any new mobile home owned by a manufacturer or licensed mobile home dealer and held for sale.”

Additionally, the Manufactured Housing General Rules, R 125.1402 (2) states:

“If a retailer is selling or brokering the home, except to another retailer that will be holding the home for resale, the retailer or its authorized representative shall prepare and file an application for a certificate of manufactured home ownership, which shall include any lien held against the home. If a retailer is selling or brokering the sale of a home that it was holding for resale, except to another retailer that will be holding the home for resale, it shall also file the application for a certificate of manufactured home ownership. The application shall be on a form prescribed by the department.”

Therefore, unless you have a home in your inventory (new or used) which you are strictly “holding” for resale, that home is required to be titled. For manufactured home retailers (retailers) who own homes in manufactured home communities (communities) or on private land and are renting them, those homes are required to be titled under your licensee name even if rental payments are handled by the community or another entity for your business. Equally, if you are a community renting homes you own in your community, you must title those homes under your licensee name.

Also, due to the economy, many communities have seen an increase in abandonment or eviction of homes leaving the communities with the responsibility of what to do with them. The act defines a retailer/dealer as “...a person other than a manufacturer engaged in the business of buying mobile homes for resale, exchange, lease, or rent or offering mobile homes for sale, lease, rent, or exchange to customers.” However, the retailer definition in the rules allows for a couple of exceptions for communities such as, “[a] community that rents or leases homes within the community is not required to be licensed as a retailer, but shall comply with the retailer business practices rules” and that “[a] community that only sells homes that have been abandoned or for which a title has been transferred without consideration or in lieu of rent owed is not required to be licensed as a retailer.” Be aware, both exceptions require the community to comply with the Retailer Business Practices Rules, R 125.401 through R 125.419, so, to avoid potential violations (i.e., lack of proper titling, necessary information in a purchase agreement, and record keeping, etc.), be sure you are familiar with those rules prior to taking advantage of either exception. For questions regarding how to obtain abandoned home titles or applying for proper titles in these situations, please contact your local branch office of the Secretary of State.

Please remember, as previously stated in the Rules, R 125.1402(2), it is your responsibility as the licensee, whether as a retailer or a community exercising the exception under the retailer definition, to properly prepare and file with the Secretary of State a title application for every home you rent or sell within 30 days after closing of the transaction.

Contact the Building Division at (517) 241-9317 with questions.

Providing for Michigan's Safety in the Built Environment

MECHANICAL DIVISION

FIREPLACES AND GASKETED DOOR REQUIREMENTS FROM 2009 MICHIGAN UNIFORM ENERGY CODE

By Jon Paradine, Assistant Chief
Mechanical Division

Since the adoption of the 2009 Michigan Uniform Energy Code (MUEC) the Mechanical Division has received numerous calls regarding Section 402.4.3. Fireplaces, of the MUEC which states that “new wood-burning fireplaces shall have gasketed doors and outdoor combustion air.”

Certain UL-127 “factory-built” fireplaces are listed and labeled to burn wood, and the installation of gaskets would violate conditions of their listing. ICC engineering staff interprets this reference to “wood-burning fireplaces” to mean “masonry fireplaces” constructed in accordance with the Michigan Building Code. Section 2111, or the Michigan Residential Code, Section R1001, and not “factory-built” fireplaces manufactured in accordance with the Michigan Mechanical Code–Section 903 or Michigan Residential Code, Section R1004. Their rationale is derived from the confusion with respect to requirements for “gasketed doors” and concerns over conditions for product listing.

In summary, UL-127 “factory built” fireplaces would not be required to have gasketed doors installed to be in compliance with Section 402.4.3 of the 2009 Michigan Uniform Energy Code.

Questions may be directed to the Mechanical Division at phone number (517) 241-9325.

BOILER DIVISION

RESPONSIBILITY FOR COMPLETING PERMITTED WORK

By William Vallance, Chief
Boiler Division

The Boiler Act of 1965 PA 290, Section 13 states that “a person shall not engage in the business of installing boilers or repairing boilers, or both, unless the person has obtained a license under this act...” Sections 17 and 18 of the act state that a person shall not install or repair a boiler without first securing a permit. Both sections further state that work shall not be performed except by or under the immediate supervision of a person licensed under the act.

If you are a company that employs an individual with a boiler installer or repairer license, and the licensee leaves your employ after securing a permit, the permitted work must stop at that time. There are no provisions in the boiler law or rules to allow a company to perform boiler work requiring a permit without a properly licensed person. The company must either contract or employ another individual with the proper license and secure another permit for the remainder of the work. The permit issued to the first licensee must be amended to show the work completed up to the point of their departure.

Companies which encounter these situations must ensure that work is performed by a properly licensed person and make arrangements to complete any permitted work. Each licensee is responsible for one’s own work performed under each permit.

Contact the Boiler Division at (517) 241-9334 with questions.

Providing for Michigan’s Safety in the Built Environment

ELECTRICAL DIVISION

GENERATORS, TRANSFER SWITCHES, AND THE USE OF GROUNDED CIRCUIT CONDUCTORS

By Dan O'Donnell, Chief
Electrical Division

The use of a grounded circuit conductor to ground equipment on the load side of a transfer switch used as part of an electrical service seems to be a confusing issue for many. A transfer switch, whether automatic or manual, may be used as a service disconnect if it is properly marked as "Suitable for use as Service Equipment." If integral overcurrent protection is not provided as part of the listed and labeled transfer switch it must be marked with the maximum rating of overcurrent protection to be provided ahead of the transfer switch which is a condition of the listing and labeling specified in the standards established by Underwriters Laboratories (UL). These standards can be found in the UL White Book under the heading (WPTZ). Once the point of service has been changed from the original location due to the installation of a transfer switch or a service disconnect ahead of the transfer switch, the original service location becomes a sub panel and feeder.

The Michigan Residential Code (MRC) and Part 8 Rules covers electrical installations in one and two family dwelling units and the Michigan Electrical Code (MEC) which includes NFPA 70 (NEC) and Part 8 Rules covers electrical installations in everything other than one and two family dwellings. These two codes set forth the criteria for the use of a grounded circuit conductor for grounding equipment. Article 250.142 (B) in the MEC and E3908.6 in the MRC prohibit the use of a grounded circuit conductor for grounding equipment on the load side of a service disconnecting means. Electrical circuits that use a grounded circuit conductor to ground equipment prior to the installation of the transfer equipment would have to be relocated to the new service location or the circuits would have to be changed to include an equipment grounding conductor. Electrical contractors as well as homeowners need to take this into consideration when they are contemplating installations where this may be an issue and consider the most practical as well as cost effective way to assure compliance with the requirements in the codes.

Proper planning and understanding the code requirements are important elements in any electrical installation. Standby power systems are becoming more popular and many of these systems use a manual or automatic transfer switch as part of the system. It is important to do the research regarding these types of installations to gain a complete understanding of all the requirements before the work begins.

Contact the Electrical Division at (517) 241-9320 with questions.

BCC Contact Information

TELEPHONE NUMBERS:

Administration (517) 241-9302
Office of Administrative Services (517) 335-2972
Office of Management Services (517) 241-9313
Boiler Division (517) 241-9334
Building Division (517) 241-9317
 Act 54 Registration (517) 241-9317
Electrical Division (517) 241-9320
Elevator Safety Division (517) 241-9337
Mechanical Division (517) 241-9325
Office of Land Survey & Remonumentation (517) 241-6321
 (includes State Boundary Commission)
Plan Review Division (517) 241-9328
Plumbing Division (517) 241-9330

FACSIMILE NUMBERS:

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

MAILING ADDRESSES:

P.O. Box 30254 (First Class Mail **without** currency)
P.O. Box 30255 (First Class Mail **with** currency)
Lansing, MI 48909

COURIER OTHER THAN US POSTAL SERVICE:

2501 Woodlake Circle, Okemos, MI 48864

ELEVATOR SAFETY DIVISION

DOCUMENTATION REQUIRED WITH LICENSING AND CERTIFICATES OF COMPETENCY EXAMINATION APPLICATIONS

By Cal Rogler, Chief

Elevator Safety Division

The Elevator Safety Division submits the following information to clarify the requirements necessary when submitting elevator journeyman or elevator contractor license examination applications and when applying for a certificate of competency examination.

Elevator Journeyman

When applying for an elevator journeyman license examination the applicant must submit a completed application form including requests for specific information on the form. The applicant must definitively state their qualifying installation or servicing experience and the specific type of equipment with which they have experience. Application forms not properly completed will be rejected. All applicants must be interviewed by the Elevator Safety Board to determine their qualifications.

With the fully completed application, the applicant must provide a signed affidavit stating his term of employment with a licensed elevator contractor. The affidavit must be sworn and signed by the elevator company with which they worked or the elevator company's designated representative. The affidavit must state the time of continuous employment and indicate which of the following applies: a supervisor of elevator construction or service, an elevator constructor, a serviceman, a maintenance man, or repairman. It may be necessary to submit more than one affidavit to meet the three years of continuous employment experience requirement.

A degree in electrical or mechanical engineering from a recognized college or university may be considered the equivalent of one year toward the qualification for an elevator journeyman's license. If the applicant has a degree in electrical or mechanical engineering from a recognized college or university and would like such considered by the Elevator Safety Board, the appropriate information must be included with the application.

Elevator Contractor

When applying for an elevator contractor's license examination the applicant must submit a completed application form including requests for specific information on the form. The applicant must definitively state their qualifying experience as an elevator constructor or journeyman or equivalent and the specific type of equipment with which they have experience. Application forms not properly completed will be rejected. All applicants must be interviewed by the Elevator Safety Board to determine their qualifications.

With the fully completed application, the applicant must provide a signed affidavit stating his term of employment with a licensed elevator contractor. The affidavit must be sworn and signed by the elevator company with which they worked or the elevator company's designated representative. The affidavit must state the years of experience and indicate which of the following applies: an elevator constructor or journeyman or equivalent and the specific type of equipment with which the applicant has experience. If the applicant's qualifying experience is "equivalent" the equivalency documents must be submitted and will be reviewed by the Elevator Safety Board. It may be necessary to submit more than one affidavit to meet the five years of experience requirement.

Certificate of Competency

When applying for a certificate of competency examination the applicant must submit a completed application form including requests for specific information on the form. The applicant must definitively state the applicant's formal education, names and addresses of previous employers, dates of employment and type of work performed. Application forms not properly completed will be rejected. All applicants must be interviewed by the Elevator Safety Board to determine their qualifications.

With the fully completed application, the applicant must provide a signed affidavit from one or more previous employers stating his term of employment with a licensed elevator contractor. The affidavit must be sworn and signed by the employer. The affidavit for a general inspector must state the years of experience in elevator construction or equivalent and certify the applicant's character and experience. If the applicant's qualifying experience is "equivalent" the equivalency documents must also be submitted with the application. The affidavit for a special inspector must state the years of experience in elevator designing, installing, maintaining or inspecting elevators and certify the applicants character and experience. It may be necessary to submit more than one affidavit to meet the three years of experience requirement.

Contact the Elevator Division at (517) 241-9337 with questions.

OFFICE OF LAND SURVEY AND REMONUMENTATION

PUBLIC ACCESS TO MICHIGAN'S ORIGINAL PUBLIC LAND SURVEY RECORDS

By Chris Beland, P.S., Director

Office of Land Survey and Remonumentation

The Office of Land Survey and Remonumentation (OLSR) is responsible for administering the State Survey and Remonumentation Act, 1990 PA 345. One of our charges under the Act is “the restoration, maintenance, and preservation of the land survey records of the public land survey system, including, but not necessarily limited to, all pertinent field notes, plats, and documents.”

The original field notes and plats from the public land surveys made in Michigan are in the custody of the Archives of Michigan (AOM) under the authority of the Michigan Historical Center of the Department of Natural Resources; however, access has been greatly limited due to their fragile and deteriorating condition. With this in mind, we reached out to the AOM to determine a method for ongoing maintenance of these vital, historical records and increase access to them given the current technologies.

In late 2011, with the assistance of the AOM and the Michigan History Foundation (MHF), a non-profit association, working directly with the AOM and Michigan Historical Center, a multi-phased project was undertaken to provide high resolution imaging, indexing, storage, and online access of Michigan's original public land survey records.

Phase one has been completed, making all original General Land Office (GLO) plats available for download or printing from the [Seeking Michigan](#) website. The second phase of the project is now under way using the same process as for the GLO plats in order to provide copies of the original deputy surveyor field books through the [Seeking Michigan](#) website by 2015.

The AOM and MHF are also working with [Ancestry.com](#) to image, index, store, and provide online access to high resolution color photocopies of the original federal land patents and state deeds issued to convey the original public lands to private ownership available through the [Seeking Michigan](#) website.

Contact the Office of Land Survey and Remonumentation at (517) 241-6321 with questions.

MICHIGAN CODES & RULES CURRENTLY IN EFFECT

Boiler Rules	07/30/2010
Building/Residential Codes (Part 4)	03/09/2011
Electrical Code (Part 8)	12/02/2009
Elevator Safety - General	06/21/2010
Manufactured Housing General Rules	09/02/2008
Mechanical Code	10/21/2010
Plumbing Code (Part 7)	08/20/2010
Rehabilitation Code	03/09/2011
Subdivisions of Land	06/16/2008
Uniform Energy Code	03/09/2011

FOR CODE/RULE UPDATES - Visit [BCC's website](#) to monitor updates on code review processes.

PLUMBING DIVISION

APPRENTICE REGISTRATION REQUIREMENTS

By Andy Neuman, Assistant Chief
Plumbing Division

This article is intended as a reminder for all registered plumbing apprentices about the requirements that registered plumbing apprentices are required to take the journey examination within five years of initial registration.

The State Plumbing Act, 2002 PA 733, Section 27 (2) states “an apprentice registration is invalid after five years from the date of initial registration unless the registered apprentice applies for and takes the examination for journey license.” Section 27(3) allows the state plumbing board to grant an extension following an appeal.

The law does not mandate that a registered apprentice must pass the journey licence exam; they need only take the exam within the five year timeframe. Registered apprentices not taking the examination for journey license who exceed the five year timeframe will not have a valid apprentice registration. They cannot renew their registration and will not be allowed to re-register for another apprentice registration designated through a different identification number.

If the applicant applies for registration renewal in the sixth year, the renewal will be denied as they have passed the five year allowance. A registered apprentice who fails to take the journey examination within the five year allowed timeframe will be sent an explanation letter informing them that they must take the examination, and a hold will be placed on their registration renewal. Individuals receiving an explanation letter will also be informed of the appeal process. Apprentices having their registration placed on hold will not be able to renew their registration nor will they be allowed to re-register with another apprentice registration designated though a different identification number. Individuals who were granted an extension or who took the exam but did not pass will be allowed to renew as an apprentice.

Contact the Plumbing Division at (517) 241-9330 with questions.

Board and Commission Meetings

<u>MEETING</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Barrier Free Design Board	March 15, May 17	9:30 am	Okemos – Conf Room 3
Board of Boiler Rules	March 12, June 11	9:30 am	Okemos – Conf Room 3
Construction Code Commission	April 3	9:30 am	Okemos – Conf Room 3
Electrical Administrative Board	Feb 21, May 23	9:30 am	Okemos – Conf Room 3
Elevator Safety Board	March 22, June 7	9:30 am	Okemos – Conf Room 3
Manufactured Housing Commission	Feb 20, April 11, June 19	10:00 am	Okemos – Conf Room 3
Board of Mechanical Rules	May 15	9:00 am	Okemos – Conf Room 3
State Boundary Commission	March 13, April 10, May 8	1:30 pm	Okemos – Conf Room 3
State Plumbing Board	Feb 26, June 4	10:00 am	Okemos – Conf Room 3

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



Providing for Michigan's Safety in the Built Environment

License Examination Dates

BCC ONLINE SERVICES

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

BCC QUICK LINKS

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

CIVIL SERVICE WEBSITE

[State Job Postings](#)

Code Works! is a quarterly publication of the Bureau of Construction Codes within the Department of Licensing and Regulatory Affairs

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<u>EXAMINATION</u>	<u>DATE</u>	<u>LOCATION</u>	<u>DEADLINE</u>
Boiler Installer and Repairer	Mar 6 & 7	Okemos	Feb 8
	June 5 & 6	Okemos	May 10
	Sept 4 & 5	Okemos	Aug 9
	Dec 4 & 5	Okemos	Nov 8
Fire Alarm Spec. Tech./Sign Spec.	Mar 19	Okemos	Feb 19
	July 9	Okemos	June 11
	Nov 12	Okemos	Oct 15
Electrical - Journeyman	Feb 28	Lansing	Jan 31
	May 30	Lansing	May 2
	July 16	Escanaba	June 18
	Aug 29	Lansing	Aug 1
	Nov 21	Lansing	Oct 24
Electrical - Master	Feb 28	Lansing	Jan 31
	May 30	Lansing	May 2
	July 16	Escanaba	June 18
	Aug 29	Lansing	Aug 1
	Nov 21	Lansing	Oct 24
Electrical - Contractor	Mar 19	Okemos	Feb 19
	May 14	Okemos	Apr 16
	July 9	Okemos	June 11
	July 16	Escanaba	June 18
	Sept 24	Okemos	Aug 27
	Nov 12	Okemos	Oct 15
Elevator Contractor/Journeyperson Certificate of Competency	Mar 22	Okemos	Feb 22
	June 7	Okemos	May 10
	Aug 23	Okemos	July 26
	Nov 1	Okemos	Oct 4
Mechanical Contractor	Mar 12	Lansing	Feb 12
	June 11	Lansing	May 10
	Sept 10	Lansing	Aug 9
	Dec 10	Lansing	Nov 8
Plumbing - Contractor	Mar 27	East Lansing	
	June 12	East Lansing	
	July 18	Escanaba	
	Sept 25	East Lansing	
	Dec 18	East Lansing	
Plumbing - Master and Journey	Feb 27	East Lansing	
	June 5	East Lansing	
	July 18	Escanaba	
	Sept 18	East Lansing	
	Dec 4	East Lansing	

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

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