

Application to Administer and Enforce
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes /Building Trades Section
P.O. Box 30254, Lansing, MI 48909
517-241-9313
E-Mail: LARA-BuildingTrades@michigan.gov
www.michigan.gov/bcc

This form can be completed by tabbing to each field and typing in the required information.

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

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

Code Adoption
<input type="checkbox"/> Administration and enforcement of 1972 PA 230 (the Act) and the state construction code, is to be pursuant to MCL 125.1508b, Section 8b(6) of the Act. If only requesting authority to enforce a part of the state code as defined in MCL 125.1502a, Section 2(a)(1)(l) of the Act and as provided for in MCL 125.1504, Section 4(2) of the Act, please check the part or parts for which you are requesting authority. Mark all that apply.
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing

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

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The following items are requirements approved by the State Construction Code Commission and considered necessary by the director according to MCL 125.1508b(6) which must be provided with this application.

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

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

Registration of governmental subdivision and enforcing agency personnel. Indicate that the Building Official is employed by the municipality and include copies of any contracts with private contractors. Provide registration numbers, official workstations (locations), and other governmental subdivisions where these individuals provide code enforcement authority.

Construction Board of Appeals List members, their qualifications, provide appeal form(s) and process.

Administrative personnel and services provided List personnel, include FOIA form and process which includes document retention schedule, location of records/documents, and public access to records.

Public facing documents. Provide plan review letter(s), permit(s), correction/violation notice(s), certificate of occupancy, notice to appear or show cause, stop work orders. Documents should be in proposed or draft form and indicate governmental subdivision.

Service fees. Provide proposed fees for permit(s), plan review(s), inspection(s), certificate of use and occupancy, registration of licensees (if applicable), and miscellaneous. Provide process on establishing and maintaining reasonable fees for the services provided.

Draft budget and construction fund. Provide draft budget and fund for construction service fees. If a private company is being used according to MCL 125.1509 and a percentage of the fees collected will be returned to the governmental subdivision, provide budget indicating how that money will be used, a copy of the contract between the governmental subdivision and private company, and an ordinance addressing conflict of interest provisions.

Code variance. Provide form(s) and process.

Licensing. Provide governmental subdivision process on addressing licensing violations and unlicensed individuals performing work where licenser is required. This process should include notification with the licensing authority, and the Bureau of Construction Codes.

Education. Provide governmental subdivision process monitoring continuing education requirements for its building officials, inspectors, and plan reviewers.

Complaints. Provide governmental subdivision process addressing complaints against its building officials, inspectors, and plan reviewers. This process should include notification with the licensing authority, and the Bureau of Construction Codes.

Communication. Provide enforcing agency process on interacting with other enforcing agencies responsible for code enforcement within governmental subdivision being applied for (if applicable).

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

LARA-BuildingTrades@michigan.gov

or USPS to:

**Construction Code Commission
c/o BCC-Building Trades Section**

**P.O. Box 30254
Lansing, MI 48909**