Request for Annual Delegation of School Plan Review and Inspection Authority

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9313 / E-Mail: lara-bcc-buildingtrades@michigan.gov
www.michigan.gov/bcc

Authority: 1937 PA 306 Penalty: Failure to provide information may result in the denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

SCHOOL DISTRICT

NAME OF SCHOOL DISTRICT				COUNTY
ADDRESS				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
	MI			
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	

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. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY

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

By checking the boxes below, you are certifying the following:

☐ 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

☐ Pursuant to MCL 388.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.

☐ Agency personnel are provided as necessary

☐ Timely field inspection services will be provided

☐ Administrative services are provided

☐ Plan review services are provided

SIGNATURE AND CERTIFICATION OF SCHOOL DISTRICT

I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the school district listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.

NAME OF SCHOOL OFFICIAL (Please Print)	NAME OF LOCAL SCHOOL DISTRICT
SIGNATURE OF SCHOOL OFFICIAL	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 local unit of government listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

NAME AND TITLE OF GOVERNMENT OFFICIALS (Please Print)	DATE
SIGNATURE OF GOVERNMENT OFFICIAL	DATE

Complete for each school in the district where the request for delegation of authority is being made.
(Attach additional sheets if necessary).

SCHOOL

NAME OF SCHOOL

COUNTY

ADDRESS

CITY

STATE
MI

ZIP CODE

SCHOOL

NAME OF SCHOOL

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ADDRESS

CITY

STATE
MI

ZIP CODE

Instructions for Request for Annual Delegation of School Plan Review and Inspection Authority

Delegation requests for school building units on school property that will be moved and assembled at a location other than the final location will not be approved. It is recommended that these schools submit a Premanufactured Application for Approval of Compliance Assurance Manual for the State's Premanufactured Unit Program.

Requests for school delegation will not be approved on a per project basis.

School District: Provide all information requested for the school district or individual school (i.e., private school). For multiple schools in one (1) district, complete additional sheet(s) and provide all information requested.

Local Unit of Government / Code Enforcing Agency: Provide all information requested. Each local 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. A governmental subdivision can only administer and enforce the codes for those schools within its governmental boundaries.

Certification: All certification boxes are required to be marked. **NOTE: If in a contract with a third-party inspection agency or in an inter-local agreement with another governmental subdivision, it is the responsibility of the local unit of government signing this form to know if those code officials, inspectors and plan reviewers are in compliance with 1972 PA 230, MCL 125.1508a(5) and 2016 PA 407, MCLs 339.5101 to 339.6133. In accordance with 1937 PA 306, MCL 388.851b(5), if this local unit of government becomes unable to provide any of the required full-time code services, they must immediately contact the Bureau of Construction Codes.**

Signature and Certification School District: Provide all information requested with required signature.

Signature and Certification of Local Unit of Government: Provide all information requested with required signature.

Delegation Expiration: All delegation requests must be made annually and expire September 30 of each year.

Termination: Requests to terminate delegation can be made by either the school district or local unit of government. A written request must be sent to the Bureau including a statement confirming the requesting party has notified the other party of the desire to terminate.