HOUGHTON COUNTY BUILDING DEPARTMENT

401 E. Houghton Avenue
Houghton, MI 49931
Phone (906)482-2260 Fax (906)482-7238
email: building@houghtoncounty.net Website: www.houghtoncounty.net
Building Inspector Email: inspector@houghtoncounty.net

CHECKLIST TO OBTAIN A BUILDING PERMIT

NOTE: APPLICANTS ARE RESPONSIBLE FOR OBTAINING ALL PERMITS IN THE SEQUENCE SHOWN. THE OBTAINING OF ONE PERMIT DOES NOT GUARANTEE THE ISSUANCE OF OTHER PERMITS.

1. ZONING COMPLIANCE CERTIFICATE REQUIRED IN THE FOLLOWING:

Calumet Township	Village of Calumet
Chassell Township	Village of Laurium
Duncan Township	Village of South Range
Hancock Township	City of Hancock
Portage Township	City of Houghton

Certificates are issued from each local office and are required before a building permit can be applied for.

2. ADDRESS/911 NUMBER / SIGN

Issued by the Sheriff's Department. Information: (906)482-0055 or lori@houghtoncounty.net

3. WELL/SEPTIC EVALUATIONS & PERMITS

Issued from the Western U.P. District Health Dept., 540 Depot St., Hancock, Michigan. Phone: (906)482-7382. Required for new or existing systems. http://www.wupdhd.org

4. SOIL EROSION/SEDIMENTATION PERMIT

Required where one acre or more will be disturbed or when construction occurs within 500 feet of a lake or stream. Applications are available from the Houghton County Building Department and are issued by County Drain Commissioner John Pekkala. Phone: 482-4491. jpekkala@houghtoncounty.net

5. DRIVEWAY ENTRANCE PERMIT

Required when any work is done on a road right-of-way, such as signs, culverts, driveways, etc. Applications are available from the Road Commission on Royce Road in Ripley. Phone: (906) 482-3600. www.houghtoncountyroads.org

6. BUILDING PERMIT

The City of Houghton is the only municipality in Houghton County that issues their own building permits. All other locations in Houghton County fall under the jurisdiction of this department.

A set of plans are required for all new home construction. Homes over 3,500 square feet and all commercial construction requires stamped drawings.

6. ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS

All of these permits are issued by this department for the county.

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FOR INFORMATIONAL PURPOSES, NOTED BELOW ARE A FEW POINTS FOR YOU TO KEEP IN MIND FOR THE PERMIT APPLICATION PROCESS:

1) **By law, a Certificate of Occupancy/Use is required** prior to occupying/utilizing a new home or any other new construction or change of use of a structure, i.e., turning a residential garage into a commercial business. Before this can be issued, final inspections of the building, electrical, plumbing and mechanical areas must be done.

2) A new home requires additional permits for the electrical, plumbing and mechanical work. Only licensed contractors or the homeowner may do residential building, electrical, plumbing, and mechanical work, with the exception of a boiler, which is required by state law to be installed by a licensed contractor.

If the homeowner does the work, a Homeowner's Affidavit must be signed as taking responsibility for the work accomplished. If a contractor does the work, the contractor must apply for the permit, provide proof of licensure, and take responsibility for the work accomplished.

3) A licensed electrical, plumbing or mechanical contractor is required when accomplishing work in either area in a commercial structure. Commercial work does not require a licensed builder when an engineer (PE) is responsibly in charge at all times. However, a residential/commercial project, i.e., apartments above a business (mixed use groups), requires a licensed builder.

4) Under the title LOCATION on the permit applications, the inspectors need an accurate address, description, landmarks, and/or directions in order to find the structure for inspections. A 911 number and street are required along with your telephone number.

5) Structural, electrical, plumbing or mechanical work will require permits prior to commencing work in these areas.

CURRENT CODES IN EFFECT AS OF 02/08/16:

2015 Michigan Residential Code
2014 National Electrical Code And Michigan Part 8
2015 Michigan Part 10 Energy Code
2012 Michigan Building Code
2012 Michigan Mechanical Code
2012 Michigan Plumbing Code

PLEASE MAKE ALL CHECKS PAYABLE TO: HOUGHTON COUNTY TREASURER

FOR QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CALL (906) 482-2260

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TO ALL PERMIT APPLICANTS

The following policies regarding building inspections are in effect:

1. Compliance with the plans approved by this department is required and any changes in those plans must be approved by this department and by the property owner or lessee prior to construction.

2. The following residential inspections are required. Please contact us at 482-2260 at least one day in advance.

   a. Footing/ICF Forms Inspection
   Made after trenched and basement areas are excavated and forms erected or poles or piers are set and any required reinforcing steel is in place and before the placing of concrete.

   b. Foundation before Backfilled
   Prior to backfill and after footings, walls, waterproofing, and drain tile are installed.

   c. Framing, Electrical, Mechanical and Plumbing Inspections
   Made after all framing, firestopping, braces, rough wiring, plumbing and mechanical, roofing, and flooring are in place and prior to insulating or wallboard. **Please do not call** for the framing inspection until the rough-in inspections of the electrical, plumbing and mechanical areas have been performed.

   d. Final Inspection
   Made after all work is completed or prior to occupancy.

3. This department has the right to reject any concealed work. If this department rejects such work, the work may be required to be exposed for their inspection, meaning the removal of wall coverings and/or insulation.

4. A minimum of one day's notice for an inspection is required. Our department cannot guarantee the availability of our inspectors on short notice.

5. The permit holder or his designated representative shall see to it that the above conditions are met.

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LOCAL INSPECTOR AND GOVERNMENT OFFICE PHONE LISTING

Municipality/Office/Inspector	NUMBER
Houghton County Building Department	482-2260
Houghton County Road Commission	482-3600
Western U.P. Health Dept. Lynne #107 barb #119	482-7382
Building Official - Todd Laroux 370-0965 or	482-2260
Electrical Inspector Harry Hermann (North of Portage Lake Bridge)	370-6025
Electrical Inspector Wayne Karvonen (South of Portage Lake Bridge)	201-4489
Mechanical/Plumbing Inspector - Mike Shaltz (Available Tuesday, Wednesday and Thursday)	281-1711
Drain Commissioner / Soil Erosion CEA/ - John Pekkala	482-4491
Adams Township	482-4420
Calumet Township Paul Lehto (zoning) fax 337-2416	337-2410
Chassell Township Jon Marshall (zoning) 231-1391	523-4000
Duncan Township Khris Kennedy (zoning) 355-2702	852-3216
Elm River Township	288-3323
Franklin Township	487-9073
Hancock Township	482-4150
Laird Township	338-2794
Osceola Township	482-8578
Portage Township Jon Marshall (zoning) 231-1391	482-4310
Quincy Township	482-2125
Schoolcraft Township	296-8721
Stanton Township	482-8319
Torch Lake Township	296-0214
City of Hancock	482-2720
City of Houghton Eric Bjorn, Building Inspector 482-4810	482-1700
Village of Calumet	337-1713
Village of Copper City	337-4477
Village of Lake Linden	296-9911
Village of Laurium	337-1600
Village of South Range	482-8833