



CHECKLIST TO OBTAIN CHIPPEWA COUNTY BUILDING PERMIT

☐ 1. **ADDRESS** Equalization Department Office (906) 635-6304
319 Court Street Fax (906) 635-6372
Sault Ste. Marie, MI 49783 cced@chippewacountymi.gov

☐ 2. **TOWNSHIPS WITH ZONING**

• Bay Mills	Chris Delridge	(248) 798-3260
• Bruce	Louis Perez	(906) 635-3058
• Dafter	Robert Brown	(906) 630-5363
• DeTour Village	Township Office	(906) 297-5471
• Kinross	Township Office	(906) 495-5381
• Pickford	Township Office	(906) 647-3361
• Raber	Linda Johnson	(906) 440-5391
• Rudyard	Township Office	(906) 478-5041
• Soo	Jim Callon	(906) 203-7346
• Sugar Island	Mike Kujat	(906) 632-7199
• Superior	Lori Busha	(734) 748-3854
• Whitefish	Bill West	(847) 477-2963

☐ 3. **WELL & SEPTIC** Chippewa County Health Department (906) 635-3620
508 Ashmun Street
Sault Ste. Marie, MI 49783

☐ 4. **STATE of MI DEQ EGLE** Aspyr Burch BurchA4@michigan.gov (906) 250-5325

☐ 5. **EROSION CONTROL PERMIT*** Mike McCarthy (906) 635-1278
Soil & Sediment Control
Information available online: 2847 Ashmun Street
www.clmcd.org Sault Ste. Marie, MI 49783

***Required when disturbing more than ONE Acre of Property or Within 500 Feet of Lake, River, or Natural Waterway.**

☐ 6. **DOCKS & DREDGING** Army Corp. of Engineers (906)635-3461
(If Necessary) Rachel H. Antieau
Rachel.H.Antineau@usace.army.mil

☐ 7. **CULVERTS** Chippewa County Road Commission (906) 635-5295
3949 S. Mackinac Trail
Sault Ste. Marie, MI 49783

☐ 8. **FLOOD PLAIN** Clark Fadoir fadoirc1@michigan.gov (906) 250-0038
Floodplain Engineer | Marquette District Office
Michigan Department of EGLE

☐ 9. **BUILDING PERMIT** State of MI - LARA
For Chippewa County www.michigan.gov/bcc

☐ 10. **STATE OF MI PERMITS State Inspectors**

Building Inspector	Chuck Erickson	(231) 360-7386	State Permits available online at: www.michigan.gov/bcc
Electrical Inspection	Ben Bourque	(906) 241-3424	
Electrical for DeTour	Steve Harrison	(906) 322-2228	
Plumbing Inspection	Craig Cole	(906) 235-8417	
Mechanical Inspection	Ben Johnson	(517) 730-8987	

Building Permit Application

Michigan Department of Licensing and Regulatory Affairs

Bureau of Construction Codes

P.O. Box 30255, Lansing, MI 48909

Phone: 517-241-9313

bccpermits@michigan.gov

www.michigan.gov/bcc

(Continue to remaining pages and complete before printing this document)

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

Authority: 1972 PA 230 Penalty: Failure to provide the information may result in 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.			
Project or Facility Information					
PROJECT NAME			ADDRESS		
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			CITY	ZIP CODE	
☐ City ☐ Village ☐ Township OF:					
COUNTY	BETWEEN AND				
Applicant					
NAME			E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	
Owner of the land in fee on which the building or structure will be constructed					
NAME			ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)		
Cost and Fees					
ESTIMATED PROJECT COST					
\$ _____					
Re-Open Expired Permit		\$75.00			
Island Inspection Fee (Where ferries, boats or planes are involved.)		\$50.00			
CERTIFICATE OF OCCUPANCY (\$50.00 FEE) ☐ YES ☐ NO		BUILDING PERMIT FEE ENCLOSED (The first \$100.00 of an application is non-refundable) \$ _____		OR STATE ACCOUNT NUMBER _____	
Validation – For Department Use Only			Validation Area		
USE GROUP _____					
TYPE OF CONSTRUCTION _____					
SQUARE FEET _____					
APPLICATION FEE (non-refundable) \$ _____					
CERTIFICATE OF OCCUPANCY ☐ YES ☐ NO \$ _____					
NUMBER OF INSPECTIONS _____ \$ _____					
TOTAL PERMIT FEE \$ _____					
APPROVAL SIGNATURE _____					

Residential builder or Residential maintenance and alteration contractor			
NAME		COMPANY NAME	
CITY		ADDRESS	
STATE		ZIP CODE	TELEPHONE NUMBER (Include Area Code)
STATE OF MICHIGAN LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Purpose of Project				
☐ NEW BUILDING	☐ ALTERATION	☐ DEMOLITION	☐ FOUNDATION ONLY	☐ RELOCATION
☐ ADDITION	☐ REPAIR	☐ MOBILE HOME SET-UP	☐ PREMANUFACTURE	☐ OTHER _____

Plan Review Required
2 sets of construction documents are required with each application for a permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises. For buildings regulated by the Michigan Building Code, 2 sets of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.

BCC Plan Review Number _____ School Site Plan Review Number (if different) _____

If project is exempt from Plan Review, identify basis for exemption: _____

Residential - Buildings Regulated by the Michigan Residential Code		
☐ ONE FAMILY	☐ TOWNHOUSE NO. OF UNITS _____	☐ DETACHED GARAGE
☐ TWO OR MORE FAMILY NO. OF UNITS _____	☐ ATTACHED GARAGE	☐ OTHER _____

Buildings Regulated by the Michigan Building Code		
☐ (A-1) ASSEMBLY (THEATRES, ETC.)	☐ (H-1) HIGH HAZARD (DETONATION)	☐ (M) MERCANTILE
☐ (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)	☐ (H-2) HIGH HAZARD (DEFLAGRATION)	☐ (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
☐ (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)	☐ (H-3) HIGH HAZARD (COMBUSTION)	☐ (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
☐ (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)	☐ (H-4) HIGH HAZARD (HEALTH HAZARD)	☐ (R-3) RESIDENTIAL 3 (1 & 2 FAMILY)
☐ (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)	☐ (H-5) HIGH HAZARD (HPM)	☐ (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
☐ (B) BUSINESS	☐ (I-1) INSTITUTIONAL 1 (SUPERVISED)	☐ (S-1) STORAGE 1 (MODERATE HAZARD)
☐ (E) EDUCATION	☐ (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)	☐ (S-2) STORAGE 2 (LOW HAZARD)
☐ (F-1) FACTORY (MODERATE HAZARD)	☐ (I-3) INSTITUTIONAL 3 (PRISONS ETC.)	☐ (U) UTILITY (MISCELLANEOUS)
☐ (F-2) FACTORY (LOW HAZARD)	☐ (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	

WILL THERE BE FIRE SUPPRESSION? ☐ YES ☐ NO			SCOPE OF WORK?
Type of Construction			
☐ 1A - Non-Combustible (Protected Structural Elements) 3HR	☐ 1B - Non-Combustible (Rated Structural Elements) 2HR	☐ 2A - Non-Combustible (Rated Structural Elements) 1HR	
☐ 2B - Non-Combustible (Non-Rated Structural Elements)	☐ 3A - Non-Combustibles (Exterior Walls Only)	☐ 3B - Non-Combustible (Bearing Walls Rated)	
☐ 4 - Heavy Timber	☐ 5A - Combustible (Structural Elements Rated) 1HR	☐ 5B - Combustible (All Elements Not Rated)	

C. Dimensions / Data			
FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD FLOOR & ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____

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Local Governmental Agency to Complete This Section	
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ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - Zoning	☐ Yes ☐ No ☐ NA				
B - Fire District	☒ Yes ☐ No ☐ NA				
C - Health Department	☒ Yes ☒ No ☐ NA				
D - Soil Erosion	☐ Yes ☒ No ☐ NA				
E - Flood Zone	☐ Yes ☒ No ☐ NA				

General: Building work shall not be started until the permit has been issued by the Bureau of Construction Codes. All installations shall be in compliance with the Michigan Building Codes. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. **When ready for an inspection, call the inspector providing as much advance notice as possible and provide the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.**

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Where to Submit Application: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local inspection authority and for all state-owned buildings as well as school building construction where a local delegation of authority does not exist. Prior to applying for a permit, please review the [Statewide Jurisdiction List](#) for anything other than K-12 Educational Facilities. For K-12 Educational Facilities please review the [Local School Construction Enforcement List](#). This information is updated regularly due to changes in the construction code enforcement authority as they may be conducted by either the state, county, or local unit of government. A permit application must be submitted to the appropriate enforcing agency based upon these lists. Permit applications should be sent to the address on the first page of this application. Questions regarding issued permits may be directed to bccpermits@michigan.gov or 517-241-9313.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE	DATE
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