

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

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. Agricultural projects (animal shelter, farm machine storage) may be exempt from obtaining a building permit, but check with our office first.

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. 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. www.westernuphealth.org

3. 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 or 482-0765.

4. 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. ADDRESS/911 NUMBER / SIGN

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

5. BUILDING PERMIT

The City of Houghton and the Village of Calumet issue 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 03/09/11:

2009 Michigan Residential & Building Code

2008 NFPA National Electrical Code And

Michigan Part 8

2009 Michigan Uniform Energy Code and

Part 10

2009 Michigan Plumbing Code

2009 Michigan Mechanical Code

PLEASE MAKE ALL CHECKS PAYABLE TO: HOUGHTON COUNTY TREASURER

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

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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. DISTRICT HEALTH DEPT. Lynne #107 Barb #119	482-7382
BUILDING INSPECTOR - GERALD JUNTUNEN 370-0965 or	482-2260
BUILDING INSPECTOR - DON MLEKO (906)201-3831 or	353-6666
ELECTRICAL INSPECTOR - DENNIS LASANEN	370-1070
ELECTRICAL INSPECTOR - RONALD EKDAHL	370-5353
MECHANICAL/PLUMBING INSPECTOR - MIKE SHALTZ (Available Tuesday, Wednesday and Thursday)	281-1711
ADAMS TOWNSHIP Public Works 482-4420	482-0997
CALUMET TOWNSHIP Paul Lehto (zoning) FAX 337-2416	337-2410
CHASSELL TOWNSHIP Jon Marshall (zoning) 523-9219	523-4000
DUNCAN TOWNSHIP Khris Kennedy (zoning) 355-2702	852-3216
ELM RIVER TOWNSHIP	288-3323
FRANKLIN TOWNSHIP	482-7743
HANCOCK TOWNSHIP Paul Kemppainen, Supervisor	482-4150
LAIRD TOWNSHIP	338-2794
OSCEOLA TOWNSHIP	482-8578
PORTAGE TOWNSHIP FAX 482-4942 Jon Marshall (zoning) 523-9219	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, U.P. ENGINEERING 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

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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-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. The framing inspection is typically performed following rough-in inspections of the electrical, plumbing and mechanical areas.
 - 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.