

## **BUILDING PERMIT APPLICATION PROCESS**

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. 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. 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.
- 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 01/24/02:**

**2000 Michigan Residential & Building Code**  
**1999 NFPA National Electrical Code**

**2000 Michigan Plumbing Code**  
**2000 Michigan Mechanical Code**

**PLEASE MAKE ALL CHECKS PAYABLE TO: HOUGHTON COUNTY TREASURER**

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

**Or email: [hocobldg@chartermi.net](mailto:hocobldg@chartermi.net)**