

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:

Adams Township	
Calumet Township	Village of Calumet
Chassell Township	Village of Laurium
Duncan Township	Village of South Range
Franklin Township	
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 Building Department: (906) 482-2260

3. WELL/SEPTIC EVALUATIONS & PERMITS

Issued from the Western U.P. District Health Dept., 540 Depot St., Hancock, Michigan.

Phone: (906)482-7382ext 119 Required for new or existing systems.

www.westernuphealth.org

4. STATE OF MICHIGAN (EGLE) PERMITS FOR IMPACTS TO THE GREAT LAKES, INLAND LAKES, STREAMS, WETLANDS, AND FLOOD PLAINS.

Permits are required to be obtained from EGLE (Environmental, Great Lakes, & Energy) for any proposed impacts (filling, grading, excavating/dredging or structure construction) to lake Superior, Inland Lakes and Streams, Wetlands, River & Stream Floodplains, Critical Dune Areas & High Risk Erosion Areas. Information can be found at www.michigan.gov/egle or by calling 906) 483-3896.

5. 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 emailing jpekkala@houghtoncounty.net

6. 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

7. BUILDING PERMIT

Houghton County Building Dept. processes and issues building permits for the county. A set of plans are required for all new home constructions. Homes over 3,500 square feet and all commercial constructions requires stamped engineering.

8. 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. 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

- 2015 Michigan Residential Code (02/08/2016)**
- 2015 Michigan Building Code (04/20/2017)**
- 2015 Michigan Mechanical Code (04/12/2017)**
- 2015 Michigan Plumbing Code (04/20/2017)**
- 2017 National Electrical Code and Michigan Part 8 (01/04/2019)**
- 2015 Michigan Part 10 Energy Code (02/08/2016)**

PLEASE MAKE ALL CHECKS PAYABLE TO: HOUGHTON COUNTY TREASURER

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

Updated: 03/04/2022

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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. Mary Ext. 146	482-7382
BUILDING INSPECTOR – Todd LaRoux	482-2260 370-0965
ELECTRICAL INSPECTOR – Harry Hermann – North of Bridge	370-6025
ELECTRICAL INSPECTOR – Wayne Karvonen- South of Bridge	201-4489
MECHANICAL/PLUMBING INSPECTOR – Dan Kilpela	231-0589
DRAIN COMMISSIONER/SOIL & EROSION – John Pekkala	482-4491
ADAMS TOWNSHIP	482-4420
CALUMET TOWNSHIP Tim Gasperich (zoning) FAX 337-2416	337-2410
CHASSELL TOWNSHIP Tim Palosaari (zoning) 370-2960	523-4000
DUNCAN TOWNSHIP Khris Kennedy (zoning) 355-2702	852-3216
ELM RIVER TOWNSHIP	288-3323
FRANKLIN TOWNSHIP Mary Sears	231-7205
HANCOCK TOWNSHIP Mike Young (Zoning) 369-0466 supervisor&hancocktwp.org	482-8856
LAIRD TOWNSHIP	338-2794
OSCEOLA TOWNSHIP	482-8578
PORTAGE TOWNSHIP FAX 482-4942	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	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 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 and Plumbing Inspections
Made after all framing, firestopping, braces, rough wiring and plumbing, 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, mechanical, and plumbing 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 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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