

Antrim County Construction Code Department Work Without a Permit Policy

Adopted: October 8, 2015

Purpose: to detail the procedures and circumstances under which the Antrim County Construction Code Department can issue fees for work started without a permit.

Background

The Michigan Residential Code (MRC) 2009 states that an application must be made to the Building Official and a permit obtained before any of the following is done: construction, enlargement, alteration, repair, moving, demolishing, or changing the occupancy of a building or structure, or erection, installation, enlargement, alteration, repair, removal, conversion or replacement any electrical, gas, mechanical or plumbing system. (Section R105.1)

MRC 2009 also states it is the duty of the person performing any of the above work to comply with the code. (Section R105.8)

Furthermore, it is the duty of the Antrim County Building Official to enforce and interpret the MRC 2009 in conformance with the intent and purpose of the code. (Section R104.1)

Procedure

When the Building Official or his/her designate becomes aware that work falling under the authority of the MRC 2009 has been started without obtaining required permit(s), the Building Official will:

- Red tag the project to stop work for all or part of a project, and assess a \$100 fee.
- If the red tag is responded to promptly, the Building Official has the flexibility to waive the \$100 fee.
- If the red tag is not responded to promptly, the existing procedure for issuing violation and correction notices (see Attachment A) would then take over for further notices and actions.

Attachment A

Antrim County Building Department

PROCEDURE FOR ISSUING VIOLATION AND CORRECTION NOTICES

The inspector will go the job site and perform the requested inspection. If a code violation is found the inspector will report the violation on a not approved sticker and his/her computer. Information on the not approved sticker and computer will include code section number and description of the violation. The permit holder will be instructed to make corrections and call for re-inspection within 14 days. A copy of this posting will be mailed to the permit holder and another copy will be attached to permit file.

If there has been no response after 14 days the inspector will receive a follow up inspection; a notice will be sent instructing the permit holder to make corrections and call for re-inspection within 7 days. A copy of this posting will be mailed to the permit holder and another copy will be attached to permit file.

If there has been no response after 7 days the inspector will notify the Building Official. The Building Official will issue a Civil Citation.

Revised on 10-01-2014