

PRESQUE ISLE COUNTY BUILDING AND ZONING

106 E Huron Ave Ste B, Rogers City, MI 49779

Building and Zoning Department

Policies and Procedures

Effective January 30, 2026

It shall be the mission of the Presque Isle Department of Building and Zoning to ensure the safety in the built environment, compliance with all building and zoning codes, laws, and ordinances and consistent equal treatment of all county residents and contractors.

1 Building Permits

1.1 Building Permit Application

No Building permits shall be issued until all of the following items are submitted in accordance with PA 230, the Michigan Building Code, and the Presque Isle County Ordinances.

1.1A. Zoning Approval and permit issued.

1.1B. Soil and Erosion Approval and permit issued.

1.1C. Health Department Approval and permit issued.

1.1.1 A complete application for permitting will be submitted to the Building Department for review. This will include all applicable forms, plans, and other requested documents.

NOTE: A physical address is required on all Building Permit applications as per Presque Isle Address Ordinance (Article 15.3 Site Plan Review). If an address has not been issued, application to the Equalization Department shall take place prior to any permitting by this office.

1.1.2 Plans or drawings (sketches) of sufficient quality and clarity and scale shall be submitted for review for code compliance.

1.1.2.1 **Residential Construction.** Permit applications for all new residential construction, additions, and alterations, including but not limited to, rearranging of walls, enlarging windows and door openings and decks shall be submitted with two (2) sets of plans or drawings. One (1) set will be returned to the permit holder with any plan review

comments attached. Any corrections shall be submitted for review prior to permit issuance.

1.1.2.2 **Commercial Construction.** Permit applications for all commercial buildings shall be submitted with three (3) sets of plans for review. One (1) set will be given to the local fire department, and one (1) will be returned to the permit holder with plan review comments attached. Any corrections shall be submitted for review prior to permit issuance. **Subject to plan review fees as outlined on the fee schedule.**

1.1.2.3 Plan review will be conducted and completed within **5 business days of application.**

1.1.3 All applicable fees, as outlined in the County Fee Schedule.

1.1.4 Any additionally required permits. Additional permits are required as follows:

1.1.4.1 Electrical, Plumbing, Mechanical, Special Use permit.

1.1.4.2 Expansion of the footprint of a building will require zoning approval and a Zoning or Special Use permit issued prior to the issuance of a Building Permit.

1.1.4.3 Any construction within 500 feet of a lake, river, stream, or wet lands, or the excavation of more than one (1) acre of earth will require a soil and erosion permit issued in accordance with Part 91.

1.1.4.4 Any additions that include bedrooms, new single-family homes, or premanufactured units will require well and/or septic field evaluations and permits from District Health Department #4 prior to any permit issuance.

1.2 All Building permits will be issued within a timely manner as practical, typically **within 5 business days**, once a review of plans is completed and payment of fees is received by this office.

1.3 Public Act 230 of 1972, as amended states “ Building Permits shall be reviewed and issued **within 10 business days once all applicable documentation and all fees are paid” and 15 business days for complicated projects.**

1.4 All incomplete applications will be returned to the applicant through US Mail.

1.5 **Permits will be issued electronically through email address.** A hard copy of the permit can be picked up at the Building Department during hours of operation.

1.6 **Permit fees shall not be refunded after the permit application has been processed by the Department.**

1.7 Permit applications shall not be transferred to another party. Once the permit has been issued to the contractor or owner, the permit is issued to that responsible party. In the event a new contractor is needed, a new permit must be issued to that contractor.

2 Plumbing, Mechanical, and Electrical Permits

2.1 All Plumbing, Mechanical, and Electrical permits will be issued as soon as practical, typically within 5 business days, once all documentation and fees are received by the building department.

2.2 Plan review fees are required for the following:

2.2.1 Electrical service over 400 AMPS

2.2.2 Plans with 12 required plumbing fixtures

2.2.3 New commercial HVAC installations.

3 Zoning Permits

3.1 All zoning permits shall be reviewed in accordance with the most current copy of the Presque Isle County Zoning Ordinance and issued as timely as possible.

3.2 If a Zoning permit request does not comply with the requirements of the Zoning ordinance, the Zoning Administrator will attempt to explain the available remedies. This may include an application to the Zoning Board of Appeals.

3.3 The office will provide contact information for Zoning Officials in the various townships, cities, villages, etc., not covered under the county Zoning Ordinance. Including; Allis Township, Krakow Township, Presque Isle Township, Village of Millersburg, City of Onaway, Village of Posen, and Rogers City.

4 Inspections

4.1 All inspections will be conducted by inspectors licensed by the State of Michigan in their skilled trade.

4.2 Inspectors will wear a photo ID issued by Presque Isle County at all times.

4.3 Verbally identify yourself when approaching someone on a site visit.

4.4 When a permit is issued, it is assumed they have given permission to enter the property to inspect the work as applied for.

4.5 Work not in compliance with the building code will be issued a “NOT APPROVED” notice with the violation and code section. A “WRITTEN” notice shall also be mailed to the property owner and emailed, if available.

4.6 In the event the contractor/homeowner disagrees with the inspector’s interpretation of the violation, refer them to the Building Official.

4.6.1 In the event the contractor/homeowner disagrees with the Building Officials interpretation of the violation, refer them to the Building Board of Appeals.

4.7 Inspectors can and will only enforce the code as written and approved by the State of Michigan. If any variation to the code must be made for good reasons, the inspector must document those reasons. If an inspector is unsure of the compliance or variation the inspector should confer with the Building Official prior to approval.

4.8 Contractors/homeowners have the right to refuse entry or allow the inspector to do the inspection. If a contractor/homeowner asks an inspector to leave, at any time, for any reason, the inspector shall immediately leave the property, without any further confrontation or any statements relative to the inspection. The inspector shall make a report to the Building Official as soon as possible

5 Code Enforcement/Property Complaints

5.1 All complaints involving zoning, property or building violations will be logged into the Code Enforcement software on BSA.

5.1.1 The nature of the violation, and seriousness of the complaint, will determine the time frame for investigating the violation.

5.1.2 Complainants should be made aware of the estimated time to review and investigate any complaint.

5.2 After investigation, complainants should be made aware of the findings and reason for determination.

5.3 If department personnel see a violation in plain view of the public right away, during the course of normal daily duties in the field, the discovery shall be logged into the Code Enforcement software on BSA the same as any complaint as reflected in Section 5.1. This may be done remotely.

5.4 Investigation of potential violations should be commenced in order as follows:

5.4.1 Permit review. The property shall be reviewed in Building Department records for any current permits and/or contact information for the property owner. This may be done remotely.

5.4.2 Telephone contact. Telephone contact with the contractor/owner should be attempted prior to other contact. This may be done remotely. If telephone contact is successful, attempts to schedule a formal inspection and secure compliance with the Building Code should be made. If telephone contact as described is unsuccessful, in-person contact as described below should be attempted.

5.4.3 In-person contact, commercial and residential. In-person contact on commercial and residential properties shall be attempted by knocking on the "front" door with department personnel always keeping themselves on driveways and walkways taking the most direct route to the front door. Department personnel must always wear ID badge in plain view, and immediately identify themselves using their appropriate title. If there is no answer, leave a note, with business card, asking them to contact the Building Department. If the door is answered, inform the owner of the nature of the visit, and, if appropriate, request permission to enter and inspect the premises. Permission must be requested regardless of whether or not it was granted earlier. If the owner/occupant is

willing to talk with you, do so. Be helpful and non-threatening. **Under no circumstances should Department personnel traverse property including passing through closed gates without permission. If there is no answer and no subsequent contact after leaving the note and contact information, refer the matter to the Building Official to determine whether to secure an administrative warrant.**

- 5.4.4 In-person contact, Remote Camp. In-person contact on properties that are of a remote nature and are not subject to normal public access (hunting camps, properties without mail service, properties accessible via “two-track” roads, etc.) should not be attempted without permission or securing an administrative warrant.

6 Records

- 6.1 Applications, submissions, complaints, fees, and necessary information shall be entered into the current appropriate software program for all matters to be handled by the Department and kept updated as necessary. Accurate record keeping is essential to effective code enforcement.

7 Administrative Warrants and Stop Work Orders

- 7.1 Administrative warrants are issued by the County Magistrate upon showing of probable cause that a law or ordinance is being violated. They should only be used in situations where access to a property is not granted and is needed to ensure or secure compliance with the law. The Department personnel witnessing the information that serves as basis for the warrant will need to swear to the facts before the magistrate.

7.2 The Building Official must approve of any administrative warrant applications.

- 7.3 Stop work orders are a tool to help gain compliance with the building codes and some cases, Zoning ordinances. They should only be used in extreme cases of non-compliance. The law is very specific on when, and how they can be used. For building violations, they are outlined in Public Act 230 of 1972 and zoning violations are in the Presque Isle County Zoning Ordinance.

7.4 Posting a Stop Work order will be authorized by the Building/Zoning Official or the County Attorney.

8 Complaints

- 8.1 Any Complaints received about Department personnel or policies must be submitted in writing on the complaint form and submitted to the Building Official. If an attempt to lodge a complaint is made in person, via telephone, or otherwise, Department personnel shall inform the complainant of the complaint form and the need to submit the complaint in writing.

8.1.2 Any complaints about Department personnel not reasonably resolved by the Building Official, shall be heard by the Building Board of Appeals.

- 8.2 Any complaints of other contentious matters between contractors, citizens, and Department personnel shall be directed to the attention of the Building Official.

8.3 All matters between contractors and property owners, not violating the Building Code, shall be resolved between the parties.

9 Summary

9.1 All department personnel shall follow these policies and procedures. From time to time, these policies will be updated as codes, rule sets and laws change, or a new Building Official is in place. Communication is the key to a successful and professional Building and Zoning Department. To the greatest extent possible, everything should be entered into the record system with dates, times, and any pertinent information.

Rob Ransom

Building and Zoning Official

Presque Isle County