

## CHEBOYGAN COUNTY DEPARTMENT OF BUILDING SAFETY

870 South Main Street ♦ P.O. Box 70  
Cheboygan, Michigan 49721  
Phone: (231) 627-8813 ♦ Fax: (231) 627-8454  
www.cheboygancounty.net

### INFORMATION SHEET FOR STATE APPROVED MODULAR HOMES

(REFERENCES: 2015 Michigan Residential Code)

- 1) **HOUSE NUMBER:** Contact Cheboygan County GIS Department 231-627-8811. GIS assigns addresses for vacant land and also will verify an existing address is correct.
- 2) **DEQ PERMITS (Wetland, High Risk Erosion, Flood Plain):** Contact the DEQ in Gaylord 989-731-4920 or in Cadillac 231-775-3960
- 3) **SOIL & SEDIMENTATION PERMIT:** Contact Planning & Zoning Department 231-627-8489. Required if within 500 feet of water or disturbing more than (1) acre of land.
- 4) **ZONING PERMIT:** Contact the Cheboygan County Planning & Zoning Department 231-627-8489. Burt Township contact James Larson 231-238-8667 or 989-297-2122, City of Cheboygan contact 231-627-9931, Village of Mackinaw City contact 231-436-5351, Village of Wolverine contact 231-525-8351.
- 5) **SEPTIC PERMIT AND WELL PERMIT:** Contact District Health Department 231-627-8850. We must see an approved septic permit for new residence construction.
- 6) **DRIVEWAY PERMIT:** Contact the Cheboygan County Road Commission 231-238-7775
- 7) **NECESSARY PERMITS:** Contact the Department of Building Safety 231-627-8813 for the following:
  - a) Building Permit
  - b) Electrical Permit
  - c) Plumbing Permit
  - d) Mechanical Permit
- 8) **INFORMATION APPLICATIONS MUST INCLUDE WHEN APPLYING FOR THE FOLLOWING PERMITS:**
  - Crawlspace or Basement Only: An approved septic permit, approved site plan, foundation plan, 2015 Michigan Energy Code compliance.
  - Modular Setting Only: A floor plan and Building System Approval Report from the State (see attached example).
  - Modular Foundation & Setting: All information listed in a & b above.
  - Exterior Decks & Landings
- 9) **BY WHOM THE APPLICATION IS MADE:** Application for a permit shall be made by the owner of lessee of the building or structure or by the agent of either.
- 10) **CERTIFICATE OF USE AND OCCUPANCY:** A building or structure shall not be used or occupied in whole or in part until the Certificate of Occupancy has been issued by the building official. This Certificate shall be issued after a final inspection has been done and approval has been given by the building, electrical, plumbing and mechanical inspectors.
- 11) **Office Hours:** Open from 8:00 AM - 12:00 PM & 1:00 PM – 4:00 PM, Monday – Friday. Inspectors are in the office from 8:00 AM to 9:00 AM and field inspections are conducted from 9:00 AM to 3:00 PM. **Inspections must be called in to the office 24 hours in advance 231-627-8813.**

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PLEASE SEE ATTACHED PAGES FOR CODE INFORMATION

## FINAL BUILDING INSPECTION CHECKLIST:

- **Exit door required:** Dwellings shall be provided with a means of egress in accordance with this section. The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the dwelling to the required egress door without requiring travel through a garage. The required egress door shall open directly into a public way or to a yard or court that opens to a public way. **Type and size:** The required exit door shall be a side-hinged door not less than 3 feet (914 mm) in width and 6 feet, 8 inches (2032 mm) in height. Other exterior hinged or sliding doors shall not be less than 24 inches (609 mm) in width and 6 feet, 6 inches (1980 mm) in height.
- **Porch - Landings at Doors:** There shall be a landing or floor on each side of each exterior door. The width of each landing shall be not less than the door served. Every landing shall have a dimension of not less than 36 inches (914 mm) measured in the direction of travel. The slope at exterior landings shall not exceed 1/4 unit vertical in 12 units horizontal (2 percent).
  - ◆ **Exception:** Exterior balconies less than 60 square feet (5.6 m<sup>2</sup>) and only accessible from a door are permitted to have a landing less than 36 inches (914 mm) measured in the direction of travel. R311.3.1Floor elevations at the required egress doors. Landings or finished floors at the required egress door shall be not more than 1-1/2 inches (38 mm) lower than the top of the threshold.
  - ◆ **Exception:** The landing or floor on the exterior side shall be not more than 7-3/4 inches (196 mm) below the top of the threshold provided the door does not swing over the landing or floor.Where exterior landings or floors serving the required egress door are not at grade, they shall be provided with access to grade by means of a ramp in accordance with Section R311.8 or a stairway in accordance with Section R311.7.
- **Riser height:** The maximum riser height shall be 8-1/4 inches (210 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).
- **Tread depth:** The minimum tread depth shall be 9 inches (229 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). The radius of curvature at the nosing shall be not greater than 9/16 inch (14 mm). A nosing projection not less than 3/4 inch (19 mm) and not more than 1-1/4 inches (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosings shall not exceed 1/2 inch (12.7 mm).
  - ◆ **Exception:** A nosing projection is not required where the tread depth is not less than 11 inches (279 mm).
- **Guards required:** Guards shall be located along open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a guard.  
**Guards opening limitations:** Required guards shall not have openings from the walking surface to the required guard height that allow passage of a sphere 4 inches (102 mm) in diameter.
  - ◆ **Exceptions:**
    - 1.) The triangular openings at the open side of stair, formed by the riser, tread and bottom rail of a guard, shall not allow passage of a sphere 6 inches (153 mm) in diameter.
    - 2.) Guards on the open side of stairs shall not have openings that allow passage of a sphere 4-3/8 inches (111 mm) in diameter.
- **Guards height:** Required guards at open-sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 36 inches (914 mm) in height as measured vertically above the adjacent walking surface or the line connecting the leading edges of the treads.
  - ◆ **Exceptions:**
    - 1.) Guards on the open sides of stairs shall have a height not less than 34 inches (864 mm) measured vertically from a line connecting the leading edges of the treads.
    - 2.) Where the top of the guard serves as a handrail on the open sides of stairs, the top of the guard shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm) as measured vertically from a line connecting the leading edges of the treads.

- **Handrails:** Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.
  - **Handrail height:** Measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).
    - ◆ **Exceptions:**
      - 1.) The use of a volute, turnout or starting easing shall be allowed over the lowest tread.
      - 2.) Where handrail fittings or bendings are used to provide continuous transition between flights, transitions at winder treads, the transition from handrail to guard, or used at the start of a flight, the handrail height at the fittings or bendings shall be permitted to exceed 38 inches (956 mm).
- Continuity:** Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches (38 mm) between the wall and the handrails.
- ◆ **Exceptions:**
    - 1). Handrails shall be permitted to be interrupted by a newel post at the turn.
    - 2). The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

**BUILDING SYSTEM APPROVAL REPORT**  
 (Premanufactured)  
 Michigan Department of Labor  
 Bureau of Construction Codes - Plan Review Division  
 State Secondary Complex - 7150 Harris Drive  
 P.O. Box 30254, Lansing, MI 48909  
 (517) 322-1801

THE DEPARTMENT OF LABOR WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE,  
 SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

TYPE OF APPROVAL			
<input type="checkbox"/> NEW SYSTEM		<input type="checkbox"/> MODIFICATION	
SUBMISSION NO.		DATE OF APPROVAL	
MANUFACTURER'S NAME			
MANUFACTURER'S ADDRESS		CITY	STATE
ZIP CODE			
DESCRIPTION OF MANUFACTURED BUILDING OR COMPONENT			
USE GROUP			
TYPE OF UNIT			
<input type="checkbox"/> MODULAR		<input type="checkbox"/> CORE	
<input type="checkbox"/> COMPONENT			
<b>DESIGN LOADS</b>		OCCUPANT LOAD	FLOOR LIVE LOAD
		ROOF LIVE LOAD	
WIND LOAD	GROUND SNOW LOAD	ROOF DEAD LOAD	FLOOR DEAD LOAD
<b>ENERGY SOURCE</b>			
HEATING SYSTEM	COOLING SYSTEM	DEGREE DAYS	
<b>APPLICABLE STATE CODES</b>			
<input type="checkbox"/> BUILDING		<input type="checkbox"/> PLUMBING	
<input type="checkbox"/> MECHANICAL		<input type="checkbox"/> ELECTRICAL	
<input type="checkbox"/> ENERGY			
LIMITATIONS OF APPROVAL (IF ANY)			
The specific options and loads shall be identified for each unit manufactured.			
THIS PROJECT HAS BEEN REVIEWED TO THE REQUIREMENTS OF THE STATE CONSTRUCTION CODE, CONSISTING OF THE MICHIGAN BUILDING, PLUMBING, ELECTRICAL, MECHANICAL AND ENERGY CODES, AND IS HEREBY APPROVED, PURSUANT TO THE PREMANUFACTURED UNIT RULES, BY AUTHORITY OF ACT 230, P.A. 1972, AS AMENDED.			
THIS DOCUMENT SHALL BE CONSIDERED THE BUILDING SYSTEM APPROVAL REPORT BY THE CONSTRUCTION CODE COMMISSION, AND SHALL BE ACCEPTED BY ANY JURISDICTION WITHIN THE STATE OF MICHIGAN SUBJECT TO THAT JURISDICTION'S DETERMINATION OF COMPLIANCE WITH THE STATE CONSTRUCTION CODE.			
REVIEWED BY		TITLE	DATE
AGENCY OFFICIAL		TITLE	DATE

**EXAMPLE**

**EXAMPLE**

**EXAMPLE**