

## 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: 2009 Michigan Residential Code)

- 1) **HOUSE NUMBER:** Contact Cheboygan County GIS Department 231-627-8465. 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 Dan Swantek 231-238-4818, 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, MUEC 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.
- 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 a.m. - 12:00 p.m. & 1:00 p.m. - 4:00 p.m., Monday - Friday. Inspectors are in the office from 8:00 a.m. to 10:00 a.m. and field inspections are conducted from 10:00 a.m. to 4:00 p.m. **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:** Not less than one exit door conforming to this section shall be provided for each dwelling unit. The required exit door shall provide for direct access from the habitable portions of the dwelling to the exterior without requiring travel through a garage. Access to habitable levels not having an exit in accordance with this section shall be by a ramp in accordance with Section R311.8 or a stairway in accordance with Section R311.7. **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 (610 mm) in width and 6 feet, 6 inches (1981 mm) in height.
- ❑ **Porch - Landings at Doors:** There shall be a floor or landing on each side of each exterior door.
  - ◆ **Exceptions:**
    - 1) Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required for the exterior side of the door provided the door, other than an exterior storm or screen door does not swing over the stairway.
    - 2) The exterior landing at an exterior doorway shall not be more than 7 ¾ inches (196 mm) below the top of the threshold, provided the door, other than an exterior storm or screen door does not swing over the landing.
    - 3) The height of floor at exterior doors other than the exit door required by Section R311.3.2 shall not be more than 7 ¾ inches (186 mm) lower than the top of the threshold.
- ❑ **Riser height:** The maximum riser height shall be 8-¼ inches (210 mm). The riser height 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 of an inch (9.5 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 degrees from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch-diameter (102 mm) sphere.
- ❑ **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 of an inch (9.5 mm). The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than ¾ inch (19 mm) but not more than 1-¼ 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 nosing shall not exceed ½ inch (12.7 mm).
  - ◆ **Exceptions:**
    - 1.) A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).
    - 2.) The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.
- ❑ **Guards required:** Porches, balconies, ramps or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads. **Guards opening limitations:** Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102 mm) or more in diameter.
  - ◆ **Exceptions:**
    - 1.) The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of stairway are permitted to be of such a size that a sphere of 6 inches (152 mm) cannot pass through.
    - 2.) Openings for required guards on the sides of stair treads shall not allow a sphere 4-3/8 inches (107 mm) to pass through.
- ❑ **Handrails:** Required handrails shall be continuous the full length of the stairs with 4 or more risers from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight. Handrails shall have a minimum height of 34 inches and a maximum height of 38 inches, measured vertically from the nosing of the treads, shall be provided on at least 1 side of stairways.

**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<br><div style="text-align: center;"> <input type="checkbox"/> NEW SYSTEM                    <input type="checkbox"/> MODIFICATION       </div>   |                  |                  |                 |
| 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<br><div style="text-align: center;"> <input type="checkbox"/> MODULAR                                          <input type="checkbox"/> CORE                                          <input type="checkbox"/> COMPONENT       </div>  |                  |                  |                 |
| <b>DESIGN LOADS</b>   | OCCUPANT LOAD    | ROOF LIVE LOAD   | FLOOR 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><br><div style="text-align: center;"> <input type="checkbox"/> BUILDING           <input type="checkbox"/> PLUMBING           <input type="checkbox"/> MECHANICAL           <input type="checkbox"/> ELECTRICAL           <input type="checkbox"/> ENERGY       </div> |                  |                  |                 |
| LIMITATIONS OF APPROVAL (IF ANY)<br><br>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**