

Permits & Codes

The City of Buchanan has chosen by local ordinance to administer the construction codes which are mandated state wide by state law.

Building and Electrical

We administer the Michigan Building Code, Michigan Residential Code and the National Electrical Code (with Michigan part 8 rules).

Building permit and electrical permit applications can be downloaded from the city website or obtained at my office. Those applications, along with any plans and other supporting documents must be submitted to my office along with payment for the permit fee. Building permit fees are based on the value (cost) of the project. The building permit fee schedule is available on the city's website. Electrical permit fees are a total of the line items checked off on the permit application. Building permit applications and plans will be reviewed for code compliance and the permit issued from the Building Department.

Electrical permit applications must be submitted to the Building Department along with the permit fee. The application is then forwarded to the city's contractual electrical inspector who will then issue the permit to the applicant either by email or USPS mail. Electrical permits can only be issued to Michigan licensed electrical contractors or a homeowner who owns and occupies or will occupy the house as their primary residence and is actually doing the work themselves. (This means the residence where they actually receive the homeowner tax exemption). Rental properties or second homes do not meet this requirement therefore the work must be done by Michigan licensed electrical contractors. All electrical work on commercial and industrial properties must be done by Michigan licensed electrical contractors.

Plumbing and Mechanical

Plumbing and mechanical (HVAC) permits and inspections for the City of Buchanan are administered by the State of Michigan Plumbing and Mechanical Divisions of the Bureau of Construction Codes. www.michigan.gov/bcc

The same rules apply to these trades as for electrical regarding who can do the work and apply for the permits.

The rules regulating construction activity in Michigan are found in the Michigan Skilled Trades Act. *Act 407 of 2016*

Violations

Violations of the Skilled Trades Act are punishable by law, either state law or local ordinance. It is unlawful for someone to circumvent the law by engaging in work as a contractor for any trade regulated by law without having the proper license, or for commencing work regulated by law without first applying for and obtaining the proper permit(s).

Any work such as new structures, additions, decks, sheds, garages, fences or swimming pools require approval from the city Zoning Administrator prior to application for a building permit. The city zoning ordinance is available at the city's website. Some things may only require zoning approval.

Property Maintenance

The City of Buchanan has adopted the 2015 International Property Maintenance Code.

101.2 Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing *premises* and constitute minimum requirements and standards for *premises*, structures, equipment and facilities for light, *ventilation*, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the responsibility of *owners*, an owner's authorized agent, *operators* and *occupants*; the *occupancy* of existing structures and *premises*, and for administration, enforcement and penalties.

Complaints and/or questions about maintenance of existing properties are handled by the Code Enforcement Division of the Buchanan Police Department. Sometimes the situation may also involve building code and construction related items so the Building Department will work with the Code Enforcement Department as required. **Code Enforcement phone: 269-695-0006**

Work in Right of Way, Demolition work, Curb Cuts and Driveways

Any work proposed to be done in the right of way (which is city property) requires review and a permit from the Public Works Department. **Phone: 269-695-7547**

Any demolition work requires a demolition permit from the Building Department. The demolition permit application and demolition requirements are available at the city website.

Curb cuts and driveway work generally require review by the Zoning Administrator first. Then a curb cut permit can be issued by the Building Department.

Central Business District Special Requirements

Any proposed new construction or remodeling work involving the exterior façade of an existing structure in the CBD must first submit the plans to the Zoning Administrator who will then submit them to the Design Review Committee and Planning Commission for review and approval. See section 11.04 of the Buchanan Zoning Ordinance. **Zoning Administrator Phone City Hall: 269-695-3844**

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