

Building Inspection Department

Part of the
Emmet County Planning, Zoning, and Construction Resources Department

2012 Annual Report

TO: Emmet County Board of Commissioners

FROM: Martin Van Berlo, Building Official
Department of Planning, Zoning and Construction Resources

DATE: April 9, 2013



Construction projects in Emmet County permitted or completed in 2012

Customer Service Statement

"It is the goal of the Emmet County Planning, Zoning & Construction Resources staff to provide accurate and consistent plan reviews, timely inspections, uniform enforcement of the code, and overall customer service in an objective and helpful manner, using reasonable judgment to assure code compliance with construction projects in Emmet County."

Table of Contents

Introduction	Page 3
Staff	Page 3
Office Space	Page 3
Equipment	Page 3
Vehicles	Page 4
Permits Issued	Page 4
Active Permits	Page 5
Inspections	Page 5
Financials	Page 8
General Fund	Page 8
Revenues	Page 8
Construction Valuation	Page 9
Permit Fees	Page 11
Supporting Documents	Page 12

Index of Tables & Charts

Table 1:	Fleet Vehicle Cost & Savings	Page 4
Table 2:	Permits Issued (2007 – 2012)	Page 4
Table 3:	Open Permits (2011 - 2012)	Page 5
Chart 1:	Total Inspections per Inspector	Page 6
Table 4:	Total Inspections	Page 7
Table 5:	Building Department General Fund (2006 - 2012)	Page 8
Table 6:	Permit Revenue (2007 – 2012)	Page 8
Table 7:	Building Department Finances (2006 – 2012)	Page 9
Table 8:	Residential and Commercial Valuation (2007 – 2012)	Page 10
Table 9:	Addition, Alteration, Demolition Valuation (2010 - 2012)	Page 10
Table 10:	New Construction Valuation (2010 - 2012)	Page 10
	Building Permit Fee Schedule	Page 12
	Construction Valuation Table 2012	Page 13
	2012 Permits Issued totals	Page 14
	2012 Monthly Income Statement: January - December	Page 17

Introduction:

This report details the department's operation during the year 2012, and compares the operation of the department with annual reports from past 5 years (or more on some tables) for various categories including permits issued, fees received, valuation of construction, vehicle cost savings, employees, budget and expenses.

Staff:

During 2012, no staff changes occurred within the Building Inspection office. The Building Department staff continues to work with Planning and Zoning staff for some in-office duties such as reception, permit processing, filing, office management, and some out of office inspections.

2012 Building Department Staff includes:

Martin Van Berlo, Building Official
Charles Partyka, Plan Review/Building Inspection
Roger Radcliffe, Electrical/Plumbing Inspection
Keith Olsen, Mechanical/Plumbing Inspection
Sharon Wagar, Plan Review/Permit Processing/Administrative Assistant (Contract Employee)

Shared staff includes:

Tammy Doernenburg, Planning & Zoning Director
Nancy Salar, Assistant Planner/Soil & Erosion Officer
Monica Linehan, Administrative Assistant

In addition to the inspection staff listed, George Ketchman, retired Emmet County Electrical Inspector, continued as a contract inspector, providing staff coverage for Roger Radcliffe when necessary, due to time off, educational conferences, etc. George Ketchman also assisted at the beginning of 2012, while Mechanical Inspector, Keith Olsen was being trained as a new inspection staff member (hired December 2011).

Sharon Wagar continued as a contract worker through 2012, as a member of the office staff. Her assistance with permit processing, daily office paperwork and plan reviews (Sharon is a State registered Plan Reviewer) allowed inspection staff to maintain the level of service that our county inspection department is known for.

As in years past, Department staff has continued to work diligently to maintain a high level of customer service and timely inspections. Permit activity, as is noted further in this report, continued to rise during 2012. The total number of inspections performed is reflective of the increased permit activity, which created additional workload for the staff on hand to perform those inspections. Staff continues to look at ways to improve its service, and to continue doing so in an efficient and economical manner.

Office Space:

With reductions in office staff over the past few years, vacant space within the department office area continued to be reviewed. The space formerly occupied by MSU Extension Service became occupied by the Veterans Affairs office in the spring of 2012.

Equipment Updates:

In 2012, inspection staff continued to become more proficient in the use of the tablet computers being used in the field for inspection records. These tablet computers were purchased in the spring of 2011, and have, for the most part, replaced the need for the inspection staff to handwrite notes in the field, and then return to the office to transfer those notes into the permit data system. Inspectors are now able to enter the notes directly into the tablet, send the report to the printer file or email file (depending on method of delivery to the permit holder), and then have the report printed or emailed upon docking the tablet at the office.

In September of 2012, staff was equipped with new cell phones. These phones have allowed easy access to emails and the internet from the field, and have provided improved ways for communication with the office while inspection staff is out of the office

Vehicles:

For the year 2012, the Building Inspection Department used and maintained three County owned vehicles for use by the inspection staff. In 2012, the 3 Building Inspection vehicles were driven 61739 miles. Annual mileage per vehicle is approximately 21,000 miles per year. These vehicles were purchased in 2008. The total mileage on the Department vehicles varies somewhat, and ranged from 63,000 to 84,000 miles at the end of 2012.

During 2012, the department kept a record of mileage, fuel cost and typical vehicle maintenance expenses. A large part of the 2012 maintenance expense included the replacement of the tires on the three Department vehicles in August of 2012 (one vehicle had 72,000 miles on the original set of tires). Overall fuel and maintenance costs have increased over the past 3 years, however the overall cost of the Building Department vehicles compared to mileage paid at the IRS rate to the staff for personal vehicle use continues to show a cost savings to the department, and in turn to the county. A complete rundown of vehicle cost is shown in Table 1 below (*IRS rate is calculated at an average for the year 2011 due to a fluctuation in the mileage rate for that year*).

Table 1 - 2012 Fleet Vehicle Cost & Savings			
(for comparison 2011 - 3 vehicles / 2010 - 4 vehicles)	2012	2011	2010
Cost of Vehicles (1 Year)	\$14,148.90	\$14,148.90	\$18,865.24
Fuel & Oil (1 Year Total)	\$8,564.04	\$7,583.85	\$6,910.95
Additional Maintenance	\$2,672.60	\$1,563.72	\$907.36
Cost (Vehicles + Fuel + Maintenance)	\$25,385.54	\$23,296.47	\$26,683.55
Miles Recorded	61,739	55,309	65,374
Operation Cost per Mile	\$0.411	\$0.346	0.408
IRS Cost Per Mile	\$0.555	\$0.525	0.50
IRS X Miles Recorded	\$34,265.15	\$29,037.23	\$32,687
Cost Savings	\$8,879.61	\$5,740.76	\$6,003.45

Permits:

The Department saw a large increase in overall permit activity during 2012. The total number of permits issued was 2709 permits, covering all trades to include building, electrical, mechanical and plumbing. Permits issued per trade can be found in Table 2 below. Table 2 compares total permits issued to the previous 5 years of permit activity. As can be seen in the table, permit activity has continued to climb since 2009, and is well above the averages for the 6 year period shown. (An additional breakdown of permit activity is provided in this report in the Construction Valuation section)

Table 2: Permits Issued (2007 - 2012)					
Year	Building	Electrical	Mechanical	Plumbing	Total
2007	685	657	663	326	2,331
2008	738	861	622	297	2,518
2009	629	472	508	215	1,824
2010	774	596	636	241	2,247
2011	777	566	697	270	2,310
2012	914	761	734	300	2,709
Average	753	652	643	275	2,323

All trades saw an increase in permits over 2011. Increases in each trade include:

- 914 Building Permits: 137 permits over 2011 (777)
- 761 Electrical Permits: 195 permits over 2011 (566)
- 734 Mechanical Permits: 37 permits over 2011 (697)
- 300 Plumbing Permits: 30 permits over 2011 (270)

Active Permits:

The Building Department continued to maintain 2 permit databases during 2012. The BS&A Database contains permits from June of 2006 to present. The Lotus Notes Database contains permits previous to June of 2006.

In the fall of 2007 the department began a project to close our expired permit files that were open in the Lotus Notes Database. From 1999 through 2006 there were 4,241 open files in Lotus Notes remaining in the fall of 2007. Many of these required final inspections on one or more of the trades. These expired permits typically result from the permit holder not calling for final inspections. Since 2007 staff has worked to close these files when time allows. At the end of 2012, office staff worked to close out the remaining Lotus Notes files. Should those permit holders/property owners wish to complete the inspection process, new permits will be required to be applied for and issued, and special inspections performed to complete the inspections needed to issue a certificate of occupancy or completion, based on the type of construction project.

In addition to closing those expired permit files, office staff is working to confirm digital copies of all records associated with those files. If not already provided in a digital format, the documents are being scanned and filed into our current property files for easy access in the future. Doing so allows the department to free up space in the active permits file cabinets for current permit files.

The current database for permits is the BS&A Database. At the end of 2012, the BS&A Database contained 1339 active & issued permit files. These active & open permit files range from June of 2006 to the December 31, 2012. Table 3 shows the number of active & open permits in for each permit type, with a comparison to the end of 2011.

Current trends in the real estate and the mortgage industry continue to drive the need for a certificate of occupancy to be issued in order to have a closing on a property to take place. This trend is aiding the Department in the closure of permit files, as permit holders are following through on their responsibility to arrange all required inspections including the final inspection and approval, in order to have the Certificate of Occupancy or Certificate of Completion, depending on the scope of work involved, issued.

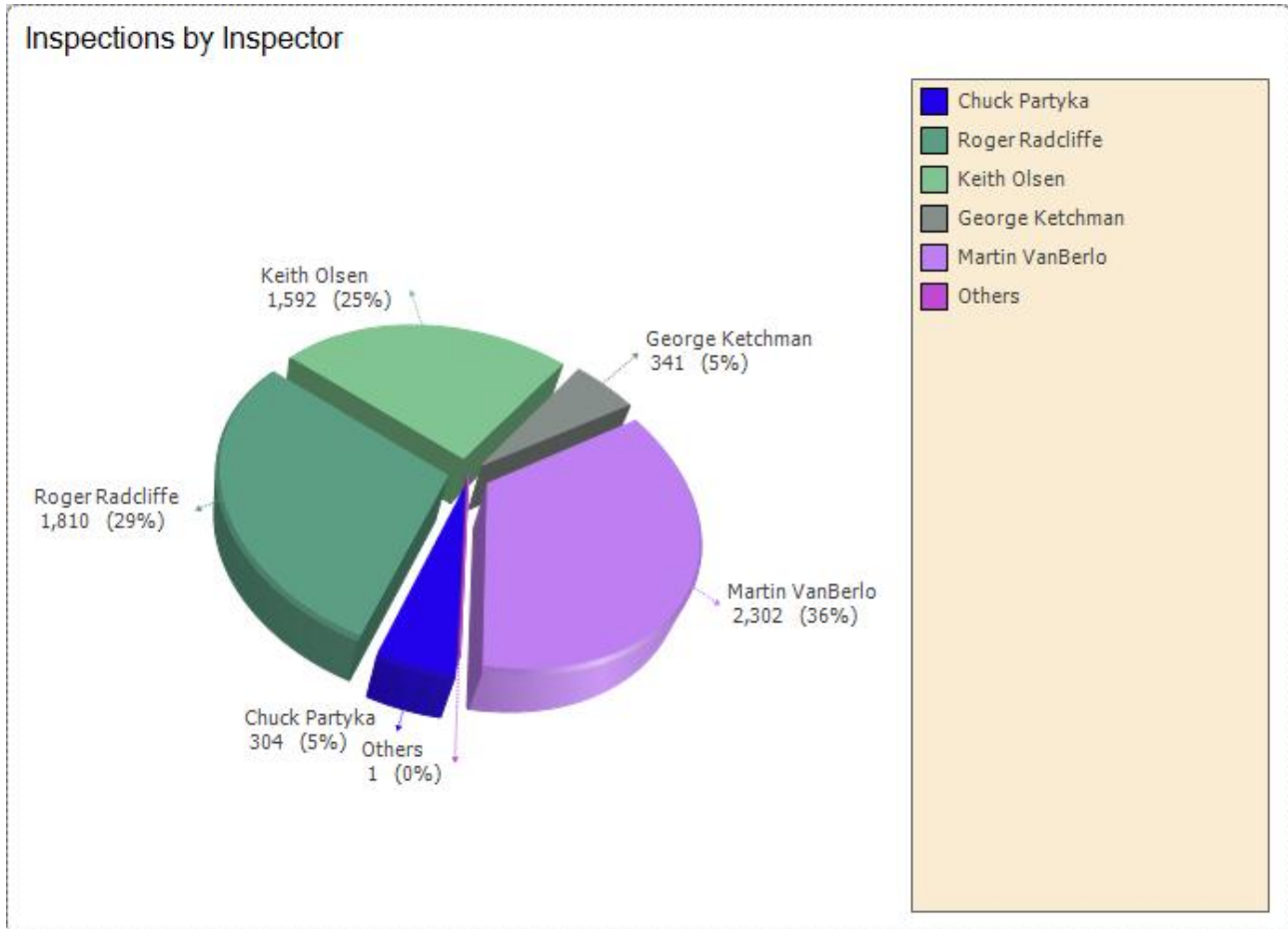
Table 3: BS&A Database - Active & Open Permit Files at Year End 2012					
Year	Building Permits	Electrical Permits	Mechanical Permits	Plumbing Permits	Total
2011	569	276	363	159	1367
2012	615	339	216	169	1339

Inspections:

The 2012 Inspection Report (Table 4) shows the number of inspections performed per inspector on a monthly basis, as well as total inspections per month by all inspectors, and compares the data to that of previous years, back to 2005. The changes made to this department have seen the reduction of inspectors from nine (9) in 2005 to the current number of three full time inspectors during 2011 & 2012. Inspector staff currently includes two sub-trades inspectors to cover all three sub-trades (electrical, mechanical, and plumbing), one Building Official/Inspector, and one Plan Reviewer/Building Inspector.

Through all of 2012, the average number of inspections per inspector remained at or above average as compared to previous years. Inspection staff complete 6347 inspections in 2012. Chart 1 below shows the total number of inspections for 2012 per inspector for the year 2012.

Chart 1: Inspections By Inspector - January 1, 2012 - December 31, 2012



The permit types for the inspections listed per inspector in the chart above include:

- Martin Van Berlo - Building Inspections
- Chuck Partyka - Building Inspections
- Roger Radcliffe - Electrical, Plumbing & Mechanical
- Keith Olsen - Plumbing, Mechanical & Building
- George Ketchman - Electrical

The inspectors can comfortably perform 120 - 130 inspections per month. Table 4 (page 7) shows the average number of inspections per inspector each month in 2012 is well above the 120 - 130 range of inspections per inspector. Based on the information provided by this table, our inspection staff continued to work extremely hard throughout 2012 to cover all of the inspection requests that were submitted to the Building Inspection Department. Staff has continued to maintain, as much as possible, the department policy of performing inspections within a 24 - 48 hour turnaround time, whenever possible.

Table 4 - PLANNING, ZONING & CONSTRUCTION RESOURCES INSPECTION REPORT

TOTAL NUMBER OF INSPECTIONS ANNUALLY

YEAR (# of Inspectors)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2005 (9)	897	663	990	970	1122	1188	1111	1313	1110	1101	1243	896	12604
2006 (7)	884	827	1026	769	1014	1216	1000	1052	919	952	931	737	11327
2007 (6)	917	518	562	564	722	665	604	662	552	730	599	455	7550
2008 (5)	592	449	478	637	672	664	771	641	601	625	585	406	7121
2009 (5)	339	354	357	415	505	517	436	535	534	478	489	306	5265
2010 (4)	282	358	392	384	456	541	506	510	453	521	631	419	5453
2011 (3)	412	369	427	402	513	587	438	619	529	511	495	464	5766
2012 (3)	378	378	485	483	555	607	543	627	535	691	585	480	6347
TOTAL NUMBER OF INSPECTIONS PER MONTH PER TRADE: 2011 - 2012													
2011	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Building	141	111	145	150	197	239	174	257	228	244	229	188	2303
Electrical	93	92	97	101	115	164	102	143	146	127	124	155	1459
Mechanical	135	123	122	100	128	125	100	155	107	89	88	69	1341
Plumbing	43	43	63	51	73	59	62	64	48	51	54	52	663
Total	412	369	427	402	513	587	438	619	529	511	495	464	5766
2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Building	141	147	141	195	215	286	223	277	251	315	249	192	2632
Electrical	98	85	106	105	142	144	134	138	115	165	140	117	1489
Mechanical	92	90	186	127	127	107	118	138	109	135	136	107	1472
Plumbing	47	56	52	56	71	70	68	74	60	76	60	64	754
Total	378	378	485	483	555	607	543	627	535	691	585	480	6347
AVERAGE NUMBER OF MONTHLY INSPECTIONS ANNUALLY (# of inspectors)													Average
2005 (9)	128	94	123	121	140	148	158	164	139	137	155	149	138
2006 (7)	98	91	114	85	112	135	125	150	131	158	155	147	125
2007 (6)	152	86	93	94	120	120	121	132	110	146	119	113	117
2008 (5)	118	90	95	127	134	133	154	128	120	125	117	82	119
2009 (5)	76	89	89	92	101	103	103	107	107	96	98	75	95
2010 (4)	94	119	131	128	152	180	169	170	151	174	210	140	152
2011 (3)	137	123	142	134	147	196	146	206	176	170	165	155	158
2012 (3)	126	126	162	161	185	202	181	209	178	230	195	160	176

Financials:

General Fund:

The Building Department is budgeted from the General Fund, and Building Department fees are collected throughout the year to reimburse the General Fund budgeted amount for the Department. Table 5 shows the Building Department General Fund totals for the past 7 years. As represented on this table, this department has generally operated below the allotted general fund dollar amount. An example of this is in 2009, the slowest year in Emmet County Building Department history, the Department operated at 86.2% of the adjusted budget and at 79.1% of the initial budget. The goal of this department is to always remain fiscally responsible with the public tax dollar. In 2012, the adjusted budget was exceeded slightly by 0.038%. This is likely due to the use of contract employees for more hours than expected in 2012. These contract persons are used to help alleviate the increased workload put on department staff due to layoffs during the past few years, in an effort to maintain the level of service that permit holders have typically received in years past.

Table 5: Building Department General Fund (2006 - 2012)						
Year	Initial Budget	Adjusted Budget	Expenditures	Under(Over)	% - Adjusted Budget	Revenue
2006	\$776,555.00	\$776,555.00	\$720,383.81	\$56,171.19	92.80%	
2007	\$604,020.00	\$604,020.00	\$548,828.75	\$55,191.25	90.90%	\$507,651.27
2008	\$546,155.00	\$546,055.00	\$509,251.33	\$36,803.67	93.30%	\$501,045.81
2009	\$550,495.00	\$505,304.14	\$435,554.80	\$69,749.34	86.20%	\$288,205.45
2010	\$328,925.00	\$385,886.26	\$371,960.55	\$13,925.76	96.40%	\$525,621.49
2011	\$340,220.00	\$340,220.00	\$386,516.99	(\$46,296.99)	113.6%	\$440,850.50
2012	\$380,090.00	\$381,090.00	\$382,540.28	(\$1,450.28)	100.038%	\$585,458.14

Revenue:

Table 6 shows the permit revenue by trade for 2007 - 2012 for comparison purposes. The overall revenue from permits in 2012 was well above the five year average for each trade. A small part of the increase in revenue can be attributed to small changes made in April 2012 to the Building Permit Fee Schedule. Overall though, permit fee revenue is higher due to the increased number of permits issued in 2012.

Table 6: Permit Revenue (2007 - 2012)						
Year	Building	Electrical	Mechanical	Plumbing	Misc.	Total
2007	\$276,496.05	\$97,068.00	\$84,608.00	\$44,057.00	\$5,422.22	\$507,651.27
2008	\$260,511.00	\$110,299.00	\$82,697.75	\$44,567.00	\$2,971.06	\$501,045.81
2009	\$140,829.00	\$58,267.00	\$60,678.00	\$27,624.00	\$807.45	\$288,205.45
2010	\$310,320.79	\$86,443.00	\$86,730.00	\$40,280.00	\$1,847.70	\$525,621.49
2011	\$216,534.50	\$88,707.00	\$92,227.00	\$42,553.00	\$829.00	\$440,850.50
2012	\$343,069.31	\$103,831.00	\$89,669.15	\$47,749.00	\$1,139.68	\$585,458.14
Average	\$257,960.11	\$90,769.17	\$82,768.32	\$41,138.33	\$2,169.52	\$455,631.01

The total revenues were taken from Table 6 and applied to Table 7. Table 7 provides a look at the past 7 years, and shows the department revenues, expenditures, indirect expenses to the department and the annual net income from the department with and without the indirect expenses. The department expenditures (*i.e. department costs*) are added to the indirects (*i.e. out of department support personnel costs*) then subtracted from the Revenue to come up with the Annual Net (*ie. gains or losses*). The indirect expense to the department has fluctuated each year, with the lowest indirect expense for the 7 year period occurring in 2012.

Table 7: Building Department Finances (2006 - 2012)

Year	Revenue (R)	Waived Fees (WF)	Total Revenue (R + WF)	Expenditures (E)	Indirects (I)	Annual Net (R - (E + I))	Annual Net Without Indirects ((R + WF) - E)
2006	\$640,591.50	\$9,025.00	\$649,616.50	\$718,723.47	\$95,553.96	(\$173,685.93)	(\$69,106.97)
2007	\$507,651.27	\$13,729.00	\$521,380.27	\$547,016.03	\$102,828.00	(\$142,192.76)	(\$25,635.76)
2008	\$501,045.81	\$17,918.00	\$518,963.81	\$509,251.33	\$103,164.00	(\$111,369.52)	\$9,712.48
2009	\$288,205.45	\$33,237.00	\$321,442.45	\$435,554.80	\$126,984.00	(\$274,333.35)	(\$114,112.35)
2010	\$525,621.49	\$2,136.00	\$527,757.49	\$371,960.55	\$62,868.00	\$90,972.94	\$155,796.94
2011	\$440,850.50	\$0.00	\$440,850.50	\$386,516.99	\$70,833.12	(\$16,499.61)	\$54,333.51
2012	\$585,458.14	\$0.00	\$585,458.14	\$382,540.28	\$32,456.16	\$ 170,461.70	\$202,917.86

Part of the department revenue comes from persons failing to obtain permits prior to construction activity. Additional permit fees do apply to the projects to cover the cost of additional investigation inspections, added paperwork, and occasionally court appearances when all else has failed in our communications with property owners and contractors to obtain a permit application. In 2012 a total of 99 jobs were identified throughout the county as started or completed without a permit. These jobs brought in \$7800.00 in added fees, plus the normal permit fees associated with those permits, which would have been lost revenue.

Permit Fees collected throughout the year are typically on jobs that may extend into the next calendar year. Fees collected in excess of the expenditures for a given year should be reserved for the upcoming inspection years, as many construction projects throughout the county do extend beyond the year in which the permit was applied for and issued. Inspections on a project may take place years after the permit was issued. The expense for those inspections is paid for by the original permit fees. Public Act 230 of 1972, which is the State Construction Code Act, states that the permit fees collected be used only for the operation of the enforcing agency and/or its construction board of appeals. Per PA 230 of 1972, Section 125.1522 Fees; "... *The enforcing agency shall collect the fees established under this subsection. The legislative body of a governmental subdivision shall only use fees generated under this section for the operation of the enforcing agency, of the construction board of appeals, or both, and shall not use the fees for **any other purpose.***"

Based on the rules set forth by PA 230 of 1972, Section 125.1522, the excess fees collected in any given year shall be maintained by the Department to aid in covering expenses for years when annual department revenue is not sufficient to cover all department expenses. Excess funds may not be placed in the general fund, for use by other county departments.

Construction Valuation:

Table 8 shows the valuation given to construction permits issued in 2012, and compares that total valuation with the 6-year average. The valuation figure for construction is based on a square footage calculation for new construction and additions, and a dollar value as provided by the permit applicant for alterations and demolition projects. Just as with the revenue increase, the increase in construction value can be directly related to the increased number of permits issued in 2012. In addition, new construction permits saw an increase over 2011, with 158 building permits issued for new construction in 2012 vs 133 in 2011. Of the 158 new construction building permits issued in 2012, 54 of those permits were for new home construction, compared to 31 building permits in 2011 for new homes. A year end permit report is attached to this report that details the various permit categories and the permits issued in those categories, and can be found beginning on page 14.

Table 8: Residential and Commercial Valuation (2007 - 2012)			
Year	Residential	Commercial	Total Valuation
2007	\$43,084,534	\$12,397,276	\$55,481,810
2008	\$36,165,523	\$13,173,104	\$49,338,627
2009	\$17,305,970	\$6,899,131	\$24,205,101
2010	\$27,446,742	\$23,596,181	\$51,042,923
2011	\$22,543,920	\$11,548,147	\$34,092,067
2012	\$33,012,615	\$17,399,591	\$50,412,206
Average	\$29,926,551	\$14,168,905	\$44,095,456

The following two tables provide a breakdown of construction values for Addition, Alteration and Demolition projects (Table 9) and New Construction projects (Table 10). Also shown in these tables is the number of permits issued in these categories, and compares the totals to those of 2011 & 2010. As can be seen in both categories, for the past 3 years, the majority of construction activity has been alterations and additions, with new construction projects making up less than 1/4 of the total projects combined.

Table 9: Addition, Alteration, Demolition Valuation (2010 - 2012)					
Year	Residential Valuation	Total B Permits	Commercial Valuation	Total B Permits	Total Valuation
2010	\$11,307,182	511	\$9,544,893	113	\$20,852,586
2011	\$11,507,897	545	\$8,005,801	99	\$19,513,698
2012	\$12,021,843	623	\$13,954,564	133	\$25,976,407
Average	\$11,407,540	528	\$8,775,347	106	\$20,183,142

Table 10: New Construction (2010 - 2012)					
Year	Residential Valuation	Total B Permits	Commercial Valuation	Total B Permits	Total Valuation
2010	\$13,378,525	118	\$16,572,735	22	\$29,951,378
2011	\$11,036,023	102	\$3,542,373	31	\$14,578,498
2012	\$20,990,772	142	\$3,445,027	16	\$24,435,799
Average	\$12,207,274	110	\$10,057,554	26.5	\$22,264,938

Permit Fees:

Pages 12 & 13 show the current Building Permit Fee Schedule and the Construction Valuation Table being used by the Department to calculate building permit fees.

The building permit fees on new construction are assessed based on the “Building Permit Valuation”. Building Valuation is determined by calculating the total square footage of a new building or addition, and multiplying by the dollar value per square foot given to the category of construction type (*residential, commercial, mercantile, etc.*), as provided on the “Construction Valuation Table” found on page 13 of this report. The Construction Valuation Table is published twice annually by the International Code Council (ICC). The Construction Value Table data currently being used (based on the ICC Table published in 2008) was proposed for adoption by the department, and approved for use by the Emmet County Board of Commissioners in 2010. This same Construction Value Table was approved again by the Emmet County Board of Commissioners for use in the year 2011 & 2012.

The building permit fee for new construction and additions is based on the Building Permit Valuation calculation multiplied by a factor of 0.0050 (R Factor) for residential construction, and a factor of 0.0065 (O Factor) for all projects in the commercial code. The end result of that calculation plus a \$50 administrative fee equals the building permit fee.

Alteration, remodeling and demolition building permit fees are based on the dollar value of the work being done. The dollar value is provided by the permit applicant. The dollar value provided is multiplied by a factor of 0.0050 (R Factor) for residential construction and a factor of 0.0065 (O Factor) for all projects in the commercial code. Just as with new construction, the end result of that calculation plus a \$50 administrative fee equals the building permit fee.

All sub-trade permit fees are based on the categories of work being completed. These sub-trade permit fees, as with our building permit fees, are parallel, or are slightly below those fees assessed by the State of Michigan - Bureau of Construction Codes.

New construction typically generates more permit revenue as the fees are calculated from a fixed square footage of the area of a structure being constructed. Alterations and remodeling are based on a dollar value provided by the permit applicant, and may not always reflect the actual value of the work to be done. The current trends in construction, as shown in Tables 9 & 10 clearly reflect a continuation in the construction industry from less new construction to more alterations and remodeling.

Small changes were made to the 2012 Building Permit Fee Schedule in April of 2012. Included in those changes were a reorganization of the 2012 Building Permit Fee Schedule, an increase to the R Factor from .0045 to .0050, an increase in the O Factor from .00585 to .0065, and the method of fee calculations for tower construction. The increase in the R & O Factors resulted in an increase in revenue of approximately \$17,900.00, based on the total construction values after the April 2012 approval to adjust the R & O Factors.

Emmet County Planning, Zoning & Construction Resources

2012 Building Permit Fee Schedule

Administrative Fee: An Administrative fee of \$50.00 shall be applied to all Building and Sub-Trade Permit applications.

Permit Fee Refunds: Permit fee refunds must be requested in writing and shall only be considered when no construction activities or inspections have occurred. Administrative fees and Plan Review fees/costs shall be non-refundable, and will be subtracted from the refund amount.

Minimum Permit Fee: The minimum Permit Fee shall be \$50.00, except that the minimum Permit Fee for the foundation and set-up of a moved existing residence or State Approved Modular or HUD manufactured residence shall be a minimum of \$100.

New Construction Building Permits: One & Two Family Dwelling, (R-3); Mobile Homes, (MH); and Residential Utility or Accessory Building (Garage), (U): Building Permit Fee = \$50.00 + (BPV x "R" Factor) (BPV calculated using Construction Valuation Data - ICC Table)

All Other Use Groups: Building Permit Fee = \$50.00 + (BPV x "O" Factor) (BPV calculated using Construction Valuation Data - ICC Table)

Fee Calculation using the 2012 Construction Valuation Table (CVT)

All new construction value shall be computed using the square foot value from the 2012 CVT.

Crawl spaces & slab on grade construction (all use groups), shall be computed at 10% of the square foot value from the 2012 CVT.

Unfinished basements (all use groups), shall be computed at 30% of the square foot value from the 2012 CVT.

Finished basements (all use groups), shall be computed at 60% of the square foot value from the 2012 CVT.

Exterior balconies, decks, porches, etc. shall be computed at 50% of the square foot value for types I & II construction, and 33% of the square foot value for types III, IV & V construction from the 2012 CVT.

Alterations, Change in Use, Demolition Permits: Permits shall be based upon the estimated construction value of the work or the value based upon the specific change in use calculations for the areas involved.

Towers: Communication Towers, radio towers, television towers, wind turbine towers (measured to the top of the blade in the vertical position), etc. shall be charged a flat fee of \$150.00 for height up to 100 feet plus \$50.00 Administrative Fee. Towers exceeding 100 feet will be charged an additional \$2.00 per lineal foot for tower height that exceeds 100 feet in height.

Sub Trade Permits: Sub Trade permit fees shall be in accordance with those provided on page 2 of the sub trade permit applications.

Special Inspection Requests, Additional Inspections, Work Started Without Permits: Special inspections shall be conducted upon application for a fee of \$50.00 per hour or fraction thereof.

Re-inspections or additional inspections will be billed \$50.00 for each, where previous corrections have not been made, or for inspections made prior to the permit being issued.

An additional administrative fee of \$50.00 will be assessed to the permit fee if work is started before the permit has been issued.

Sealed Plans and Sub Trade Plan Review: Unless deemed work minor in nature by the Building Official and/or the sub-trade inspector, all commercial projects, and any residential projects with over 3500 square feet of habitable space will require sealed drawings and be charged a Plan Review fee of \$50 for each sub-trade permit required.

Construction Board of Appeals: An appeal to the Building Inspection Department Board of Appeals shall be accompanied by a filing fee of \$250.00.

Notations:

The Building Permit Value (BPV) is computed using the adopted Construction Valuation Table, which is based upon the table published by ICC in February 2010.

"R" Factor = Residential. The R and O Factor Multipliers are determined by dividing the Building Inspection Department's average annual cost of providing services by the average annual dollar volume of construction valuation.

"O" Factor = Other. The O Factor is set at 1.3 times the "R" Factor. These factors are determined and approved by the Emmet County Board of Commissioners annually for each coming year.

BPV = Building Permit Value; R = 0.0050 (Residential Factor Multiplication); O = 0.00650 (Commercial Factor Multiplication)

Emmet County Planning, Zoning & Construction Resources

CONSTRUCTION VALUATION 2012 (ICC Table August 2010 Values)

2012 "R" FACTOR = 0.0050 2012 "O" FACTOR = 0.0065

These unit costs are intended to be applied to the gross square footage of a building and include all structural, electrical, plumbing, mechanical, interior finish, normal site preparation including excavation and backfill, overhead and profit. Architectural fees, cost of land and off-site costs are not included.

Use Group (2009 MBC)	1A	1B	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Theater w/ stage	\$204.81	\$197.86	\$192.77	\$184.35	\$172.91	\$168.11	\$177.81	\$158.10	\$151.39
A-1 Theater w/o stage	\$187.37	\$180.42	\$175.33	\$166.91	\$155.51	\$150.71	\$160.37	\$140.70	\$133.99
A-2 Nightclubs	\$155.74	\$151.36	\$147.50	\$141.90	\$133.46	\$129.73	\$136.94	\$121.02	\$116.96
A-2 Restaurants	\$154.74	\$150.36	\$145.50	\$140.90	\$131.46	\$128.73	\$135.94	\$119.02	\$115.96
A-3 Churches	\$189.22	\$182.27	\$177.18	\$168.76	\$157.33	\$152.53	\$162.22	\$142.51	\$135.80
A-3 General	\$158.87	\$151.92	\$145.83	\$138.41	\$125.97	\$122.17	\$131.88	\$111.16	\$105.45
A-4 Arena indoor viewing	\$186.37	\$179.42	\$173.33	\$165.91	\$153.51	\$149.71	\$159.37	\$138.70	\$132.99
A-5 Arena Outdoor	\$186.37	\$179.42	\$173.33	\$165.91	\$153.51	\$149.71	\$159.37	\$138.70	\$132.99
B Business	\$158.40	\$152.65	\$147.57	\$140.34	\$127.30	\$122.71	\$134.52	\$111.91	\$106.66
E Educational	\$171.53	\$165.59	\$160.55	\$153.20	\$141.88	\$134.72	\$147.92	\$123.99	\$119.32
F-1 Moderate hazard factory	\$93.92	\$89.61	\$84.47	\$81.69	\$73.14	\$69.92	\$78.41	\$60.23	\$56.97
F-2 Low hazard factory	\$92.92	\$88.61	\$84.47	\$80.69	\$73.14	\$68.92	\$77.41	\$60.23	\$55.97
H-1 Explosives	\$88.02	\$83.71	\$79.57	\$75.79	\$68.42	\$64.20	\$72.51	\$55.51	NP
H-2, H-3, H-4 High hazard	\$88.02	\$83.71	\$79.57	\$75.79	\$68.42	\$64.20	\$72.51	\$55.51	\$51.25
H-5 HPM	\$158.40	\$152.65	\$147.57	\$140.34	\$127.30	\$122.71	\$134.52	\$111.91	\$106.66
I-1 Supervised residential	\$159.09	\$153.50	\$148.95	\$142.51	\$130.74	\$127.30	\$138.80	\$117.44	\$112.84
I-2 Hospital	\$266.39	\$260.64	\$255.56	\$248.33	\$234.50	NP	\$242.51	\$219.11	NP
I-2 Nursing Home	\$185.59	\$179.83	\$174.76	\$167.53	\$154.81	NP	\$161.71	\$139.41	NP
I-3 Restrained	\$180.47	\$174.72	\$169.64	\$162.41	\$150.60	\$145.01	\$156.59	\$135.20	\$127.96
I-4 Residential day care	\$159.09	\$153.50	\$148.95	\$142.51	\$130.74	\$127.30	\$138.80	\$117.44	\$112.84
M Mercantile	\$115.80	\$111.42	\$106.56	\$101.96	\$93.15	\$90.42	\$97.00	\$80.71	\$77.65
R-1 Hotel	\$160.44	\$154.84	\$150.29	\$143.85	\$132.24	\$128.80	\$140.31	\$118.95	\$114.35
R-2 Multi-family	\$134.26	\$128.66	\$124.11	\$117.67	\$106.72	\$103.28	\$114.78	\$93.42	\$88.82
R-3 & MH 1 & 2 family & HUD	\$124.88	\$121.41	\$118.43	\$115.31	\$111.07	\$108.19	\$113.40	\$104.09	\$97.95
R-4 Residential care	\$159.09	\$153.50	\$148.95	\$142.51	\$130.74	\$127.30	\$138.80	\$117.44	\$112.84
S-1 Storage moderate hazard	\$87.02	\$82.71	\$77.57	\$74.79	\$66.42	\$63.20	\$71.51	\$53.51	\$50.25
S-2 Storage low hazard	\$86.02	\$81.71	\$77.57	\$73.79	\$66.42	\$62.20	\$70.51	\$53.51	\$49.25
U Utility miscellaneous	\$68.13	\$64.29	\$60.15	\$56.88	\$50.70	\$47.41	\$54.03	\$39.33	\$37.47
U Residential accessory	\$68.13	\$64.29	\$60.15	\$56.88	\$50.70	\$47.41	\$54.03	\$39.33	\$37.47
U Residential Carport or Portable Accessory under 300sf	NA	NA	NA	NA	NA	NA	NA	NA	\$18.74

2012 Building Permits Issued - New Construction - End of Year

BUILDING PERMIT REPORT - 2012		NEW CONSTRUCTION		DECEMBER		
USE GROUP	2011 PERMITS	2012 PERMITS	2011 FEES	2012 FEES	2011 VALUATION	2012 VALUATION
A-1 Theater w/stage	0	0	\$0	\$0	\$0	\$0
A-1 Theater w/o stage	0	0	\$0	\$0	\$0	\$0
A-2 Night Club	0	0	\$0	\$0	\$0	\$0
A-2 Restaurant	0	0	\$0	\$0	\$0	\$0
A-3 Churches	0	0	\$0	\$0	\$0	\$0
A-3 General	1	0	\$6,278	\$0	\$1,064,605	\$0
A-4 Arena Indoor View	0	0	\$0	\$0	\$0	\$0
A-5 Arena Outdoor View	0	0	\$0	\$0	\$0	\$0
B Business	1	2	\$3,432	\$13,804	\$578,204	\$2,108,388
E Educational	0	0	\$0	\$0	\$0	\$0
F-1 Mod Hazard Factory	0	0	\$0	\$0	\$0	\$0
F-2 Low Hazard Factory	0	1	\$0	\$1,531	\$0	\$227,780
H-1 Explosives	0	0	\$0	\$0	\$0	\$0
H-2,3,4 High Hazard	0	0	\$0	\$0	\$0	\$0
H-5 HPM	0	0	\$0	\$0	\$0	\$0
I-1 Supervised Residential	0	0	\$0	\$0	\$0	\$0
I-2 Hospital	0	0	\$0	\$0	\$0	\$0
I-2 Nursing Home	0	0	\$0	\$0	\$0	\$0
I-3 Restrained	0	0	\$0	\$0	\$0	\$0
I-4 Residential Day Care	0	0	\$0	\$0	\$0	\$0
M Mercantile	0	0	\$0	\$0	\$0	\$0
R-1 Hotel	0	0	\$0	\$0	\$0	\$0
R-2 Multi Family	0	0	\$0	\$0	\$0	\$0
R-3 1 & 2 Family Res	31	54	\$42,624	\$91,548	\$9,028,197	\$17,980,343
R-3 HUD Modular	9	10	\$1,261	\$1,188	\$133,073	\$134,307
R-3 State App Modular	2	0	\$718	\$0	\$137,336	\$0
R-4 Residential Care	0	0	\$0	\$0	\$0	\$0
S-1 Mod Hazard Storage	4	3	\$5,082	\$605	\$834,462	\$58,568
S-2 Low Hazard Storage	0	1	\$0	\$2,682	\$0	\$404,871
U Utility Miscellaneous	25	9	\$7,607	\$3,786	\$1,151,972	\$645,420
U Residential Accessory	60	78	\$11,211	\$18,340	\$1,737,417	\$2,876,122
TOTALS	133	158	\$78,213	\$133,484	\$14,665,266	\$24,435,799

2012 Building Permits Issued - Alterations, Additions and Demolitions - End of Year

(With information from New Construction and Sub Trade Reports added at the end of the Table)

BUILDING PERMIT REPORT - 2012						
ADDITIONS, ALTERATIONS & DEMOLITIONS					YTD	DECEMBER
USE GROUP	2011 PERMITS	2012 PERMITS	2011 FEES	2012 FEES	2011 VALUATION	2012 VALUATION
A-1 Theater w/stage	0	0	\$0	\$0	\$0	\$0
A-1 Theater w/o stage	0	0	\$0	\$0	\$0	\$0
A-2 Night Club	0	0	\$0	\$0	\$0	\$0
A-2 Restaurant	13	14	\$2,825	\$11,422	\$320,379	\$1,670,329
A-3 Churches	6	4	\$735	\$670	\$74,600	\$73,135
A-3 General	9	8	\$2,270	\$1,320	\$294,129	\$153,409
A-4 Arena Indoor View	0	0	\$0	\$0	\$0	\$0
A-5 Arena Outdoor View	0	0	\$0	\$0	\$0	\$0
B Business	29	46	\$28,592	\$48,176	\$4,651,868	\$7,747,228
E Educational	0	2	\$0	\$1,774	\$0	\$257,441
F-1 Mod Hazard Factory	1	0	\$572	\$0	\$89,205	\$0
F-2 Low Hazard Factory	2	1	\$1,341	\$12,881	\$169,465	\$1,973,948
H-1 Explosives	0	0	\$0	\$0	\$0	\$0
H-2,3,4 High Hazard	0	0	\$0	\$0	\$0	\$0
H-5 HPM	0	0	\$0	\$0	\$0	\$0
I-1 Supervised Residential	0	0	\$0	\$0	\$0	\$0
I-2 Hospital	5	3	\$1,236	\$987	\$168,550	\$143,000
I-2 Nursing Home	0	0	\$0	\$0	\$0	\$0
I-3 Restrained	0	0	\$0	\$0	\$0	\$0
I-4 Residential Day Care	0	0	\$0	\$0	\$0	\$0
M Mercantile	5	12	\$1,698	\$1,747	\$214,495	\$157,268
R-1 Hotel	2	3	\$785	\$941	\$65,800	\$107,000
R-2 Multi Family	13	23	\$7,329	\$6,911	\$1,410,943	\$1,076,628
R-3 1 & 2 Family Res	500	562	\$84,150	\$93,732	\$10,887,478	\$11,384,499
R-3 HUD Modular	13	14	\$2,510	\$2,128	\$97,697	\$181,098
R-3 State App Modular	0	4	\$0	\$332	\$0	\$25,859
R-4 Residential Care	0	0	\$0	\$0	\$0	\$0
S-1 Mod Hazard Storage	3	6	\$567	\$2,940	\$71,180	\$420,944
S-2 Low Hazard Storage	3	2	\$2,470	\$509	\$353,912	\$52,830
U Utility Miscellaneous	8	9	\$1,088	\$1,190	\$121,275	\$121,404
U Residential Accessory	32	43	\$10,432	\$5,064	\$522,722	\$430,387
TOTALS	644	756	\$148,600	\$192,724	\$19,513,698	\$25,976,407
Total New Construction	133	158	\$78,213	\$133,484	\$14,665,266	\$24,435,799
Total Combined Bld Permits	777	914	\$226,813	\$326,208	\$34,178,964	\$50,412,206
Total SubTrade Permits	1577	1795	\$207,927	\$232,814		
Total All Permits	2354	2709	\$434,740	\$559,022		

2012 Sub Trade Permits Issued

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT REPORT - 2012

DEC YTD

ELECTRICAL				
CLASSIFICATION	2011 PERMITS	2012 PERMITS	2011 FEES	2012 FEES
Commercial	163	185	\$22,726	\$25,458
Residential	447	576	\$56,581	\$73,731
Total	610	761	\$79,307	\$99,189

MECHANICAL				
CLASSIFICATION	2011 PERMITS	2012 PERMITS	2011 FEES	2012 FEES
Commercial	119	90	\$21,405	\$14,816
Residential	578	644	\$66,080	\$72,665
Total	697	734	\$87,485	\$87,481

PLUMBING				
CLASSIFICATION	2011 PERMITS	2012 PERMITS	2011 FEES	2012 FEES
Commercial	48	57	\$10,469	\$9,988
Residential	222	243	\$30,666	\$36,156
Total	270	300	\$41,135	\$46,144
Total Combined	1577	1795	\$207,927	\$232,814

Monthly Income Statement & Department Expenses: January 1 - December 31, 2013

EMMET COUNTY CONSTRUCTION RESOURCES DEPT
 MONTHLY INCOME STATEMENT
 FOR PERIOD ENDED 12-31-2012
 CASH BASIS

	TOTAL	JAN '12	FEB '12	MAR '12	APR '12	MAY '12	JUN '12	JUL '12	AUG '12	SEP '12	OCT '12	NOV '12	DEC '12
REVENUE													
478.10 BUILDING PERMITS	343,069.31	11,578.00	52,346.89	13,007.00	17,714.00	36,323.92	26,013.00	31,922.50	26,739.00	56,650.00	28,691.00	26,022.00	16,062.00
478.20 ELECTRICAL PERMITS	103,831.00	5,619.00	5,298.00	8,695.00	6,937.00	9,801.00	9,979.00	9,423.00	7,069.00	12,808.00	11,461.00	9,578.00	7,163.00
478.30 PLUMBING PERMITS	47,749.00	1,981.00	3,583.00	5,153.00	3,588.00	3,134.00	3,823.00	3,906.00	2,216.00	6,262.00	4,667.00	5,021.00	4,415.00
478.50 MECHANICAL PERMITS	89,669.15	6,490.00	5,225.00	6,060.00	6,395.00	5,625.00	9,610.00	8,690.00	5,065.00	10,580.00	9,805.00	7,869.15	8,255.00
478.60 FINES-BLDG CODE VIOLATIONS	1,139.68	18.00	188.00	24.00	136.00	50.00	34.25	283.50	246.93	30.00	98.00	11.00	20.00
TOTAL REVENUE	585,458.14	25,686.00	66,640.89	32,939.00	34,770.00	54,933.92	49,459.25	54,225.00	41,335.93	86,330.00	54,722.00	48,501.15	35,915.00
EXPENSES													
703.20 S & W APPOINTED OFFICIALS	62,214.20	4,730.77	4,730.76	7,096.14	4,730.76	4,730.77	4,730.76	4,730.77	7,096.14	4,730.77	4,730.76	5,445.04	4,730.76
703.30 S & W EMPLOYEES	119,714.20	9,067.20	9,067.20	13,600.80	9,067.20	9,067.20	8,764.96	9,067.20	13,600.80	9,067.20	9,067.20	11,210.04	9,067.20
703.31 S & W OVERTIME	85.00	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
703.40 S & W LONGEVITY	3,948.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,948.00
704.00 PER DIEM	700.00	0.00	0.00	0.00	0.00	200.00	300.00	0.00	0.00	0.00	0.00	200.00	0.00
710.00 PAYROLL REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
715.00 F.I.C.A.	14,504.59	1,078.58	1,072.06	1,599.82	1,072.04	1,087.39	1,071.88	1,091.19	1,599.82	1,072.06	1,072.07	1,305.94	1,381.74
716.00 HEALTH INSURANCE	40,300.08	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34	3,358.34
717.00 LIFE & DISABILITY INS	2,951.71	409.02	239.09	236.19	236.19	236.19	236.19	236.19	236.18	58.30	414.08	236.19	177.90
718.00 RETIREMENT	14,877.19	1,110.65	1,103.86	1,655.79	1,103.86	1,103.86	1,079.68	1,103.86	1,655.79	1,103.86	1,103.86	1,332.42	1,419.70
719.00 WORKERS COMP. INSURANCE	1,494.02	649.46	0.00	0.00	649.46	0.00	649.46	0.00	100.53	0.00	649.46	0.00	(1,204.35)
728.00 POSTAGE	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
759.00 OFFICE & OPERATING SUPPLIES	4,935.88	449.17	79.01	157.83	241.31	585.76	139.93	1,087.38	1,772.75	217.72	11.81	173.83	19.38
807.00 REGISTRATION FEE	2,598.00	130.00	185.00	0.00	0.00	175.00	0.00	40.00	1,350.00	533.00	165.00	0.00	20.00
808.00 DUES & MEMBERSHIPS	1,882.00	505.00	145.00	0.00	0.00	0.00	25.00	25.00	202.00	250.00	80.00	0.00	650.00
831.00 PROF. & CONTRACTUAL SERVICE	77,711.55	8,081.15	8,757.09	5,414.40	2,321.46	11,521.11	8,758.92	4,790.48	2,744.40	7,316.33	5,969.45	5,570.15	6,466.61
852.00 TELEPHONE	2,372.91	15.34	226.16	214.06	425.87	218.93	4.20	207.72	416.45	0.94	219.39	211.73	212.12
861.00 MAINTENANCE, VEHICLES	2,672.60	62.49	8.00	0.00	0.00	83.69	0.00	38.90	6.00	2,459.12	(50.00)	30.95	33.45
862.00 GAS & OIL, VEHICLES	8,564.04	589.19	623.55	526.11	756.36	626.70	693.66	644.78	694.85	814.91	1,070.86	796.54	726.53
863.00 TRAVEL EXPENSE	2,003.13	310.03	0.00	384.31	314.07	224.34	350.65	52.50	0.00	20.56	223.86	129.81	(7.00)
864.00 MILEAGE	522.28	0.00	0.00	0.00	0.00	28.31	37.19	0.00	0.00	49.95	127.68	279.17	0.00
903.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
921.00 UTILITIES, NATURAL GAS	168.40	0.00	61.23	0.00	0.00	27.65	0.00	0.00	36.92	0.00	0.00	0.00	42.60
922.00 UTILITIES, ELECTRIC	1,549.96	0.00	446.80	0.00	0.00	449.51	0.00	0.00	360.93	0.00	0.00	0.00	292.72
935.00 CONTRACT MAINTENANCE	3,692.21	0.00	74.36	43.92	726.67	1,478.67	24.35	17.20	506.42	120.62	196.75	150.00	353.25
941.00 BUILDING RENTALS	9,202.51	551.67	551.67	651.67	827.50	827.50	827.50	827.50	827.50	827.50	827.50	827.50	827.50
963.00 SERVICES AND CHARGES, OTHE	590.84	0.00	147.29	0.00	0.00	318.47	0.00	0.00	37.49	0.00	0.00	0.00	87.59
979.00 BOOKS & PERIODICALS	1,284.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,284.98
979.10 ITEMS FOR RESALE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL EXPENSES	382,540.28	31,183.06	30,876.47	34,939.38	25,831.09	36,349.39	31,052.67	27,319.01	36,603.31	32,001.18	31,238.05	31,257.65	33,889.02
INDIRECT COSTS (ESTIMATED)	32,456.16	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68	2,704.68
TOTAL EXPENSES	414,996.44	33,887.74	33,581.15	37,644.06	28,535.77	39,054.07	33,757.35	30,023.69	39,307.99	34,705.86	33,942.73	33,962.33	36,593.70
EXCESS (DEFICIENCY) REVENUE OVER EXPENSES	170,461.70	(8,201.74)	33,059.74	(4,705.06)	6,234.23	15,879.85	15,701.90	24,201.31	2,027.94	51,624.14	20,779.27	14,538.82	(678.70)

