



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

August 25, 2025

Donald Butkovich, Supervisor
Garfield Township
P.O. Box 148
Engadine, MI 49827
garfieldsupervisor@lighthouse.net

RE: Request for State Assistance - Township of Garfield; Mackinac County

Dear Donald Butkovich:

In response to your August 22, 2025 email requesting State building plan review, permitting, and inspection assistance for the Township of Garfield (Township), please accept this as formal notification that the Bureau of Construction Codes (BCC) will provide the requested services effective August 25, 2025 and expiring on October 25, 2025. If you choose to recommence code administration and enforcement (A&E) prior to October 25, 2025, you are required to notify the Bureau, in writing, at least 30 days before the date you plan to resume A&E authority. Additionally, any request to extend assistance shall be made, in writing, at least 30 days prior to October 25, 2025, and shall include an explanation of why assistance is still needed.

A list of all existing/open plan reviews and/or permits issued by the Township shall be emailed to LARA-BCC-BuildingTrades@michigan.gov. The list shall include the plan review/permit applicant's name and contact information as well as the project location and any existing notes for work already performed by the Township. If needed, Bureau staff will contact the Township for any further information.

For permits issued by the Township, when an inspection is requested, BCC's inspector will continue to inspect on the locally issued permit and will track the work performed. BCC will invoice the Township at our fee rates for the itemized services allowable for each plan review/permit performed by the State. For invoicing, please provide a contact name, address, telephone number and email address to the Bureau's Building Trades Section at LARA-BCC-BuildingTrades@michigan.gov. **PLEASE NOTE: The Township is responsible for payment of BCC invoice(s) and will need to seek any necessary reimbursement from the applicant.** Once assistance has ended, plan reviews/permits originally issued by the Township will be transferred back to the Township to handle the completion of the project.

Donald Butkovich, Supervisor
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All new plan reviews/permits requested (not previously issued by the Township) should be directed to the Bureau's website at www.michigan.gov/bcc to apply. BCC will collect all applicable fees directly from the applicant. Once assistance has ended, plan reviews/permits issued by the State will continue to be handled by the State until completion of the project.

The Bureau's primary building inspector assigned to your area is Dan Grochowski; (906) 235-2592. For questions regarding our services, contact the applicable program area below.

Building Section (517) 241-9313, option 1; bccbldg2@michigan.gov
Plan Review & Permits Program (517) 241-9313, option 2; bccpermits@michigan.gov

The Bureau looks forward to working with you. If you have any questions regarding your request for assistance, do not hesitate to contact me by emailing LARA-BCC-BuildingTrades@michigan.gov or calling 517-241-9313, option 7.

Sincerely,



Nicole Sklapsky, Departmental Analyst
Bureau of Construction Codes
Building Trades Section

cc: BCC Building Section
Plan Review & Permits Program