

City Building Department Frequently Asked Questions

What are the duties of the Building Inspector?

The Building Inspector duties are that he is the primary inspector for residential rental inspector program, ensures compliance with the City's code of ordinances, assists with issuance of building permits and inspections, and fills in for the Building Official during his absence.

Why do I need a building permit?

Building permits ensure that all alteration, addition, construction, demolition, or renovation work to any structure conforms to a minimal safety standard.

When do I need a building permit?

Building permits are required for any work that would alter, renovate, add to, detract from, construct, or change any building or use.

Generally, building permits are not required for drywall work, painting, or storage buildings which are less than 200 square feet. Should you have a specific question, please contact my office.

How does a person obtain a building permit?

A permit application may be obtained from this office or you can [click here](#) to download one. The completed application should be filed containing the following information:

Property owner and address.

Job address.

Person or firm responsible for the work.

Description of work being done.

Sealed construction documents (when required).

The completed application and prints or drawings will be reviewed; and, upon approval, the appropriate permit is then issued.

Who should or may obtain a building permit?

The property owner, the licensed project contractor, or the registered design professional, either an engineer or architect, may file a permit application.

Where may a property owner park or store a vehicle?

A licensed motor vehicle may be parked either in the driveway, parking apron, garage, or on the lawn extension in front of the owner's residence. These vehicles should be kept in operable condition, that is the vehicle is legal to operate on public streets and is in running condition. City residents are allowed to maintain one unlicensed, operable vehicle within the rear yard of their property. When department personnel observe a vehicle with long grass growing around it, we assume that the vehicle is inoperable and subject to a citation.

In and around areas of the City there are different zoning codes. What do these zoning codes represent?

Click [here](#) for a short description of zoning codes. For specific information or zoning for an exact location, please contact Donald Gilmet, Building Official/Zoning Administrator or Greg Sundin, Director of Planning and Development at 989-354-1770.

What is Rental Registration?

In accordance with Ordinance No. 00-305 adopted October 2, 2000, by the Alpena City Council, all owners of residential rental dwelling units located within the City of Alpena are required to submit a completed registration form. Complete all applicable information and return to City of Alpena Building Official, City Hall, 208 N. First Avenue, Alpena, MI 49707. Please type or print clearly in ink. Questions may be addressed to the City Building Official (989-354-1700) or the City Planner (989-354-1700).