



A Step-By-Step Guide to the Building Permit Application Process

Submit Application & Copy of contract at City Hall or Online

203 E. Grand Blanc Road

A building permit is required for roofing, siding, new building construction, interior remodels involving structural elements, above-ground and inground swimming pools, decks, storage sheds greater than 200 sq. ft. and other projects. Questions about whether a building permit is required should be directed to City Building Official, Ted Szczepanski at (810) 694-1118. **Applications** may be submitted at the Administration desk Monday through Friday between 8 AM and 5 PM.

Application Review & Fee Determination

The Building Official will review the application and contract for accuracy and compliance with City ordinances and the Building Code. The cost of the permit is based on the cost of the project.

Receive Permit, Begin Construction, Request Inspections

The applicant will be contacted when the permit is issued and ready for payment and pickup. Permits must be posted at the project site until the work is complete. Inspections can be requested by calling (810) 694-1118.