

### New Construction/Additions

The new construction of all structures or an addition to an existing structure will require a land use permit and a building permit.



### Renovations

Depending on the project, a land use permit and/or a building permit may be required. Contact the [Zoning Administrator](#) to determine if a permit is needed.

### STEP 1

Staff in the Planning & Zoning Department will assist you with the process for obtaining a Land Use Permit. If your project does not require a Land Use Permit a memo for file will be prepared.

### STEP 2

The City no longer has a Building Department; you are responsible to obtain all necessary permits from the [State of Michigan](#) for your project. A list of departments for the State of Michigan is provided as a courtesy and may not be all inclusive for your project. You are responsible to verify what permits are needed for your project. You can also register for an [account online](#) through their new Citizen Portal.



### Building Division

- Contact the Building Division at (517) 241-9317
- or via E-Mail at [bccbldg2@michigan.gov](mailto:bccbldg2@michigan.gov)
- Application for [Plan Examination](#) | [Plan Review Fee Schedule](#) (verify if needed)
- Application for [Building Permit](#) | [Building permit Fee Schedule](#)

The [Building Division](#) provides building code administration, enforcement and inspections services. They also provide building inspections for mobile home parks, issue mobile home licenses and provide staff support to the Mobile Home Code Commission. All Building Permits are to be addressed to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Building Division  
P.O. Box 30255  
Lansing MI 48909



## Electrical Division

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- Contact the Electrical Division at: (517) 241-9320
- or via E-Mail at [bccelec@michigan.gov](mailto:bccelec@michigan.gov)
- [Application Forms](#) | [Plan Examination](#) | [Plan Review Fee Schedule](#) (verify if plan review is needed)

The [Electrical Division](#) is responsible for issuing electrical permits, the examination and licensing and renewals of licenses of master and journey electricians, apprenticeship registration, fire alarm specialty technicians, sign specialists, electrical contractors, sign specialty contractors, and fire alarm contractors. Electrical inspectors conduct inspections of electrical wiring and installations. All Electrical Permits are to be addressed to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Electrical Division  
P.O. Box 30255  
Lansing MI 48909



## Mechanical Division

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- Contact the Mechanical Division at (517) 241-9325
- or via E-Mail at [bccmech@michigan.gov](mailto:bccmech@michigan.gov)
- [Application Forms](#) | [Plan Examination](#) | [Plan Review Fee Schedule](#) (verify if plan review is needed)

The [Mechanical Division](#) is responsible for issuing mechanical permits, the examination and licensing and renewals of licenses of mechanical contractors and inspections of mechanical installations and repairs. All Mechanical Permits are to be addressed to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Mechanical Division  
P.O. Box 30255  
Lansing MI 48909



## Plumbing Division

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- Contact the Plumbing Division at (517) 241-9330
- or via E-Mail at [bccplbg@michigan.gov](mailto:bccplbg@michigan.gov)
- [Application Forms](#) | [Plan Examination](#) | [Plan Review Fee Schedule](#) (verify if plan review is needed)

The [Plumbing Division](#) is responsible for issuing plumbing permits, the examination and licensing and renewals of licenses of plumbing contractors, apprenticeship registration, master and journey plumbers and for the inspection of plumbing installations and repair. All Mechanical Permits are to be addressed to:

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes/Plumbing Division  
P.O. Box 30255  
Lansing MI 48909

