

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

As of January 1, 2020, the City has contracted with SAFEbuilt to administer the construction code in the City of Manistee, including Building, Mechanical, Electrical and Plumbing permits. You are responsible to obtain all necessary permits for your project.



To download a permit application, click here: [Get Permit Applications](#) and look for the appropriate “SB Valuation Based Applications” on the right hand side.

Please contact SAFEbuilt with any questions you may have:

SAFEbuilt, Inc. Hours: Monday thru Friday 8AM – 4PM, closed from 12PM - 1PM
107 S. Capital Ave.
P.O. Box 190
Athens, MI 49011

Email: athensmi@safebuilt.com Phone: (269) 729-9244 Fax: (269) 729-9254

SAFEbuilt has established office hours at City Hall Mondays and Thursdays from 8:00 am to 10:00 am. Their office will be located in the second-floor site plan room. The first hour is for the building inspector to do office work (review plans, etc.) or perform inspections and the second hour is for walk-in traffic or scheduled appointments.

To schedule an inspection, please call: (877) 721-9266

Any permits that were previously issued by the State of Michigan and are still open will continue to be handled by the State of Michigan.

Building Division

- Contact the Building Division at (517) 241-9317
- or via E-Mail at 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

- Contact the Electrical Division at: (517) 241-9320
- or via E-Mail at 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

- Contact the Mechanical Division at (517) 241-9325
- or via E-Mail at 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

- Contact the Plumbing Division at (517) 241-9330
- or via E-Mail at 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

