

## Tekonsha Township Step by Step Guide for Permits

Follow these easy steps to obtain your building permit quickly, without hassle!

1. Print off the permit (i.e., Building, Electrical, Plumbing, etc.) you need from the website.
2. Call the Zoning Administrator-Stacey Phelps (517-767-3739) for any and all Building Permits before calling the Building Inspector. Stacey will sign off on your permit assuring that your plans meet all zoning requirements and then the Building Inspector – Frank Ballard will assure your plans meet all Building codes and requirements for Tekonsha Township.
3. Call the inspector involved with obtaining your permit (Building Permit – Frank Ballard; Electrical Permit – Jon McAuliffe, etc. All names and numbers are provided on the web site).
4. Complete as much of the permit as you can do and then call the respective inspector for assistance with the completion of the permit. (This is done at the place of construction with the inspector present).
5. The Inspector will tell you the cost of the permit you are applying for when the permit application is completed.
6. The cost of the permit is then provided to the Tekonsha Township Office and or the Inspector covering the total cost of the permit being issued.
7. Upon receipt from you of your payment payable to Tekonsha Township (We are not equipped to accept credit card payments at the township office) and the receipt of the completed permit which will be sent to the Township Office from the inspector. You will be contacted by phone so that you can pick-up your permit at the office, at a time that is convenient for you. A copy of the permit is to be displayed at the construction site fully visible of the work area.
8. If at any time you have any problems with the permit process, please do not hesitate to phone your Township Clerk, Bradley Smith @ 517-767-3366 or 517-765-2762 or 269-274-1345. All numbers listed have answering machines attached – if no one answers please feel free to leave a detailed message and your call will be returned promptly. It is our goal to work efficiently and effectively with all residents of Tekonsha Township and welcome constructive comments that would allow us to improve our service to better serve your interests.
9. Our inspectors have been selected by the Tekonsha Township Board as individuals well versed in their fields and with a desire to work with our residents on their construction projects.

Bradley S. Smith, Tekonsha Township Clerk

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All calls returned the next business day if no one is available to accept your call as it arrives.