

# BUILDING PERMIT PROCESS (Building, Mechanical, Electrical and Plumbing)

**CITY OF TECUMSEH**

## Step 1

- After City Planner approves use (if necessary), building permit applications are submitted requesting approval to proceed with renovations to interior/exterior structure.

## Step 2

- Inspector reviews application and completes a project plan review. Any requested revisions/comments are sent to permit applicant.

## Step 3

- Revised plans are modified (per code) and resubmitted to Inspector.

## Step 4

- Inspector reviews revised plans; if in compliance inspector approves, initials and dates plans and/or application.

## Step 5

- Upon payment of required fee, permit is issued by the Building & Planning Department.

## Step 6

- Contractor contacts Building & Planning Department to schedule required inspections; rough in and final electrical, mechanical, plumbing and building inspections are required.

## Step 7

- Required inspections are conducted by Building Inspector(s). When the project passes all final inspections, a Certificate of Occupancy is issued.

## Step 8

- If the project fails to pass inspection due to any code non-compliance, the non-compliance must be corrected and re-inspection then requested.

## Step 9

- Re inspection of non-compliant issues is conducted. When project passes re-inspection, a final Certificate of Occupancy is issued.

*Located at:*  
Tecumseh City Hall  
P.O. Box 396  
309 E. Chicago Blvd.  
Tecumseh, Michigan 48286

Phone: 517-424-6547  
Fax: 517-423-3610

*Business Hours:*  
Monday – Thursday  
7:00 a.m. – 6:00 p.m.  
Closed Friday

*For questions please contact:*

Brad Raymond  
*Building Services  
Director and  
Building Inspector*  
braymond@tecumseh.mi.us



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# BUILDING PERMIT PROCESS *(continued)*

CITY OF TECUMSEH

## NOTES:

- Typical permit application process is completed within 2 weeks. Timeframe varies based on Inspector's schedule and applicant response.
- Separate permit applications are required for plumbing, mechanical, electrical and building.
- Inspections are typically completed within 3 days of inspection request (varies based on inspector's schedule).
- When feasible, inspectors will conduct inspections simultaneously.
- Drawings MUST be prepared by a registered design professional.
- To appeal the Inspector's decision, applicant may file an appeal with the City's Construction Board of Appeals (through the Building & Planning Department), the State Plumbing Board of Appeals or the State of Michigan Barrier Free Board of Appeals

## FEES:

Based on construction value of the project.

- Up to \$500.00: \$50.00
- \$500.00-\$1,000.00: \$75.00
- \$1,001-\$50,000.00: \$75.00 + \$10.00/\$1,000.00
- \$50,001-\$499,000.00: \$275.00 + \$4/\$1,000.00
- \$500,000.00 and up: \$275.00 + \$3/\$1,000.00

Commercial projects require plan review fee.

Please contact the Building & Planning Department at 517.424.6547 for additional fee information and/or exact fee amount.

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