



VAN BUREN
PLANNING & DEVELOPMENT

AFTER-HOURS PERMITTING GUIDE

Please proceed with using our online system for your permit application needs. Please see the **instructions for online permitting** below. Please note:

- Any permit application may be filed online. However, many permits require submittal of plans or other information for review, or other prerequisites that must be verified by staff during **regular** business hours of **7:00 a.m. – 5:00 p.m., Monday through Thursday**. Certain permits, however, do not require plan review or other prerequisites and can be completely applied for and issued online.
- **Online permit examples.** Some examples include roof permits¹, interior air conditioning² and furnace permits², or hot water tank permits³.
 - ¹Following receipt of a roofing permit application, the open board must be inspected by the building inspector prior to final inspection. To complete the inspection after hours, you must take detailed photographs of the open board and submit via an attachment to an email to building@vanburen-mi.org. In the subject line of the email, you must include the address and permit number.
 - ²Requires mechanical permit and electrical permit.
 - ³Requires mechanical permit and plumbing permit.
- **No online inspection scheduling.** At this time, we do not schedule inspections online. To schedule an inspection, call 734.699.6564.
- **Emergency inquiries.** For emergency after-hours online permitting questions, please contact the Department Director at dpower@vanburen-mi.org or by calling 734.699.8900, extension 9392, and leaving a message. Your inquiry will be returned promptly.

INSTRUCTIONS FOR ONLINE PERMITTING.

- **Account creation.** To create an account, please click [this link](#) and follow the instructions.

- **Permit application.** The next time you need to apply for a permit, [click here](#) and enter the required information. If your permit application does not require plan review or other prerequisites, it is ready for payment and issuance. Please submit payment when prompted on the BS&A Online system. [For additional assistance, please view the video titled, "online permit application" on this webpage.](#)
- **Additional Assistance.** Please contact the Van Buren Township Building Department at 734.699.8913 or via email at building@vanburen-mi.org with any additional questions regarding online permitting. Thank you.