



BUILDING PERMIT POLICIES

7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

BUILDING PERMITS AND PERMIT FEES ARE NOT TRANSFERABLE.

Permit Applications must be submitted with (minimum) payment for Application/Administration fee and Plan Review fee(s). Payment of these fees will start the Plan Review process – however, no permit shall be issued and no work will start until permit application is approved and all fees are paid in full.

Approved Plans that are stamped as such and signed by the Building Official (his designee or appropriate inspector) shall remain on site.

A lockout, no show, or an inspection where work is not ready, shall incur a reinspection fee. No further inspections will be performed until this fee is paid.

We do not accept Permit Applications or payments via telephone, email or internet. These can be mailed in or left in the drop box with check or money order. We also accept credit card or cash in person at the City Hall front counter.

HOURS

Utica Building Department hours are Monday, Tuesday, Wednesday and Thursday from 10am-3pm. These hours may vary, we will do our best to post updates when possible.

We are unable to schedule an *exact* inspection time, the inspector will arrive during the inspection window listed below (these days/times may vary on availability):

Building: Monday, Tuesday and Wednesday. Inspection window: noon-4pm.

Plumbing: Tuesday and Thursday. Inspection window: 8am-noon.

Mechanical: Tuesday and Thursday. Inspection window: 8am-noon.

Electrical: Tuesday, Wednesday, Thursday. Inspection window: 4:30pm-6:30pm.

CANCELLATION POLICIES

Upon written request, prior to the commencement of any work, permits may be cancelled with fees refunded *less* the cost of the application fee, plan review fees and a processing fee of \$50.00. Cancellation fees shall not exceed the original cost of the permit.

Where any work has commenced prior to the rough inspection, 50% of the permit fees may be refunded *less* the application fee, plan review fees and a processing fee of \$50.00

Where work has commenced beyond rough inspection, *no* fees may be refunded.