

NOTICE:

**Building, Zoning, and Electrical Permits
Pick up and Procedures**

- All permits must be picked up within 30 days of notification.
 - After 30 days a onetime \$50.00 surcharge will be assessed.
 - After 30 days a fee of \$1.00 per day will also be charged until permits are paid for.
- Building and Electrical Permits expire in 6 months from date issued. Zoning Permits expires in 1 year from date of issue.
 - A charge of \$75.00 will be assessed to extend all permits after they expire.
- Both Building and Electrical Inspections require a permit number to be scheduled.

Phone Numbers to Schedule Inspections:

For Building Inspections: (269) 629-0600 Ext. #1

For Electrical Inspections: (269) 623-5474