



City of Melvindale

BUILDING DEPARTMENT

3100 Oakwood Boulevard • Melvindale, Michigan 48122
(313) 429-1060 • Fax (313) 383-3993 • www.melvindale.org

Monday, March 16, 2020

City of Melvindale Building Department COVID – 19 Quarantine Response Initiative

As per the State and or Federal guidelines being enforced for Health and Safety regarding the COVID -19 virus the location for the City of Melvindale Building Department as located at 3100 Oakwood Boulevard, Melvindale, MI, has been temporarily closed to the public. However, we will still be maintaining a strong online accessible presence in order to continue to assist in providing timely and efficient emergency building safety services to the fullest extent possible. We will be continuously monitoring our phone calls, email and mail for all incoming communication.

All contact and submissions as listed below may be made by emailing us at building@melvindale.org, by standard mail and parcel service to the address as listed above, or by calling 313-429-1060 and leaving a detailed message.

All applications are available on our website: <http://melvindale.org/city-services/building-department>

Please Contact Building Department at (313) 429-1060 if a in person appointment is required

PAYMENTS

- Drop boxes: Residents can avoid coming inside City Hall and use the 24-hour drop box. Checks must be placed in a sealed envelope and placed in the drop box no later than 5 p.m. on the due date. Please note: Building Department on check or envelope
- By mail: Bill payments can be sent to the City of Melvindale through USPS.
- Online: Residents can pay online at <http://bsaonline.com>. Additional processing fees may apply.

Applications

The following applications will be accepted via standard postal mail and online via email. Mail will be collected from the city hall address as listed above as regularly as permissible. This may cause some short delays.

Permit Applications

Contractor Registrations – submission required with a permit to access payment availability.

Plan Reviews – digital or mailed copies only, will be accepted. Review time may be significantly delayed compared to previous timelines.



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Escrows – Available online or via mail. Will require application, payment, and a signature prior to issuance for Certificate of Occupancy related closing.

Rental and Apartment Applications

Certificate of Occupancy Applications

Vacancy Applications

Rental Inspections

For landlords and property managers inspections will be temporarily postponed. However, in order to avoid late fees, you are still required to apply, pay, and add your property to a scheduling wait list by the date due.

Inspections

Due to the need to limit exposure to our citizens and staff only Building Official approved inspections will be completed in person.

Photo inspections - Some inspection submission requests may be temporarily approved via photographic evidence. All submissions for online photo inspections made via online request during this time will be decided on a case by case basis by the related inspector and may require an in person follow up inspection after the Building Department has reopened.

Extensions

For properties with Certificate of Occupancy or Bond deadlines upcoming, extensions will be granted to those who qualify. Please submit a written signed request via mail and or email requesting the extension.

All Permits that expire within the duration of the closure will automatically be extended to one month after we have reopened unless otherwise stated by the Building Official.

Tickets

Extension for issued tickets will be based on the 24th District Court guidelines. Please contact their office if you have been provided a court date you need to reschedule at:

24th District Allen Park/Melvindale District Court
6515 Roosevelt Road
Allen Park, MI 48101-2524
313-928-0535



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Health and Safety Suggestion

If you are high risk, and or have someone in your family that is high risk we suggest that you only request or hire work to be done if it is a required emergency repair. Examples include but are not limited to, roof damage, broken water heater, furnace repair and or install. If you are uncertain about the status of a repair you may contact our department via email or phone to get inspector advice. Permits required.

If you do have to have work completed as listed above we suggest you follow the guidelines bellow:

- If you or someone in your home is ill or high risk make sure to communicate your health status with your contractor so they may adequately provide service and protect both you and themselves from exposure.
 - If you or someone in your home is ill or high risk make sure to wear masks and wash your hands during the repair in order to avoid sharing your illness with your contractor.
 - If you, or someone in your home is ill or high risk make sure to clean and sterilize the door knobs, path and location of work being done both before and after.
 - Request that contractors entering your home wash their hands and remove their shoes before entering.
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