

Email Applications

Who may submit applications via email?

Home owners, registered property managers, and/or state licensed contractor, or their valid proxy, with the City of Melvindale may submit applications online via email. All registration, property management agreements and notarized proxy approvals must be submitted with registration in person prior to submission of online applications.

For every submission a clear application, signed by the applicant, and a fully legible copy of the applicant's driver's license must be included. Submissions that do not meet these requirements will be returned as denied.

Only the registered officer as listed may pull permits under the license. To add additional individuals capable of pulling on the licensee's behalf please fill out a Contractor Limited Power of Attorney form and submit with identification. Proxies must be notarized and on file with the city and a copy included with every email submission. Forms are available online or in our office.

"Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines."

When may submissions be made?

Submissions may be made at any time, but are only accepted via intake during city work hours and may take up to 3 business days to be available for payment.

What is accepted via email?

All applications are eligible for submission with the exception of Bonds/Escrow and original submissions of notarized proxy or power of attorney forms.

Submissions that are not completely, or properly filled out, signed, and submissions requiring identifications that is not clear and legible will result in the application being denied.

What do I do to get started?

Download your application fill it out and then scan it and any required identification or support documents including registration in PDF format and email it to building@melvindale.org. Then wait. We will review your submission and approve or deny it. If it is approved then you will receive an email with directions for payment options.

Contractors and Agents: Emails will go to the licensee's original email address as provided during registrations. Emails will not be updated based on permit applications. Updates to licensees contact information must be submitted by the license in writing with proper identification specifically requesting the change.

Where are applications available?

Applications are available online at <http://melvindale.org/city-services/building-department> .

How do I attach an application?

PDF files are the only file types accepted via email for application.

[What can I use to convert my documents to PDF?](#)

Please see the links below for more information on how to attach emails to these common email providers:

[How do I attach a file using GMAIL?](#)

[How do I attach a file using OUTLOOK?](#)

How are payments made for email applications?

Payments may be made in person, by mail, by phone or online. Payment Methods accepted by the City of Melvindale Building Department are:

Cash *do not send by mail

Check

Money Order

NEW!

Credit Card (Excludes Bonds/Escrow)

* Credit card payments add a 3% fee with a \$2 minimum.

[Online Payment Portal](#)

<https://bsaonline.com/OnlinePayment/OnlinePaymentSearch?PaymentApplicationType=7&uid=387>

Pay by Phone: 1-855-414-9017

If you have any further questions regarding the application process please contact our office:

City of Melvindale

Building Department

3100 Oakwood Blvd.

Melvindale, MI 48122

Phone: 313-429-1060

Fax: 313-383-3993

building@melvindale.org