

Shelby Township Building Department Inspection Request Form

Step 1 - Complete all sections below. Incomplete requests will not be processed.

PERMIT #

PROPERTY ADDRESS

LOT # & SUBDIVISION <i>(IF APPLICABLE)</i>

NAME	PHONE #
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Step 2 – Describe type of inspection requested. In the event pre-requisite inspections are incomplete or conditions of previous inspections are not satisfied (reports, certifications, letters, etc.), the inspection request cannot be processed.

Step 3 - Submit to the Building Department for scheduling. Requests may be submitted via electronic mail, facsimile, regular mail or the Building Department drop box. **Requests by telephone will not be accepted.**

Facsimile: 586-803-2099
Mail: 52700 Van Dyke, Shelby Township, MI 48316
Drop Box: 1ST Floor, near Police Department, Township Hall

On-line inspection request form: www.shelbytwp.org

Requests will be scheduled as staffing and activity levels permit. Time appointments are not available. Priority will be given to requests received prior to 4 PM for the scheduling of inspections on the following business day.