

BUILDING DEPARTMENT
205 N. John Street, Highland, Mi. 48357
Phone: (248) 887-3791, ext. #1

ATTENTION PROPERTY OWNERS
AND
PLUMBING, HEATING AND ELECTRICAL CONTRACTORS

It is unlawful for a property owner to pull a homeowner's plumbing, heating or electrical permits and have licensed contractors do the work.

Licensed contractors ***must*** pull their own permits and call for inspections.

Please be advised that if the above statements are not adhered to, then tickets will be issued to the respective parties in violation.

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- WORK DONE PRIOR TO PULLING A PERMIT IS SUBJECT TO A DOUBLE FEE.
 - THE FIRST PERMIT PULLED EACH YEAR MUST BE DONE IN PERSON. THEREAFTER YOU MAY PULL PERMITS THROUGH THE MAIL.
 - WHEN PULLING A PERMIT BY MAIL PLEASE OBSERVE THE FOLLOWING FOR EACH APPLICATION.
 1. Include Building Permit Number if there is one, address and job description.
 2. Enclose a copy of contractor's license.
 3. Enclose a copy of contractor's driver license.
 4. Contractor must sign and date permit; or submit a currently dated and notarized letter on company letter head giving permission to an agent to pull permits for licensee.

You are welcome to make copies of the applications for future work. We need one copy with the above information for each and every application – filled out in full.

Plumbing, Heating and Electrical permit fees and applications are available on the web at www.highlandtwp.com; Building permit applications are on the site also, fee lists are not. Have questions? Call (248) 887-3791, ext. #1.

IF ALL THE ABOVE INFORMATION IS NOT INCLUDED, THE PERMIT WILL BE RETURNED.

Cordially,
Joseph F. Weinburger
Building Official
Ordinance Department Supervisor