



COVID-19 Planning and Economic Development Updates Guide

IMPORTANT INFORMATION **Regarding Planning and Economic Development Activities** **from May 7, 2020 until further notice:**

Since the 2019 novel Coronavirus (COVID-19) began taking a serious effect in Michigan and elsewhere, building, planning and economic development functions are impacted by the need to mitigate public health risks. The majority of building, planning and economic development activities can be completed remotely in coordination with the Building, Planning and Economic Development Department. This document contains information on how to proceed with your building, planning and economic development needs.

How to Reach Us (from May 7, 2020 until further notice)

For all Building Department Services, Van Buren Township encourages all contractors, businesses and residents to ask their questions and to apply for permits, plan reviews and inspection remotely utilizing the phone, email and US mail. The Township's preferred method of communication at this time is email and will allow staff to quickly process your request. Contact our office for immediately if you need assistance. If we are unable to assist you remotely, we will be happy to set up an appointment at Township Hall for you to process your request. During this time, the Township is dedicating to providing services as safely as possible.

- **Phone:** You may contact 734-699-8910 and leave a voicemail. Your inquiry will be directed to the Planning and Economic Development Department.
- **Emails to specific staff members:** You may email any staff member via the links below:
 - o Director of Planning & Economic Development: [Dan Power](#)
 - o General building, plumbing, mechanical and electrical permit and inspection inquiries: building@vanburen-mi.org.
 - o Building/Plumbing/Mechanical Inspector: [Judy Fields](#)
 - o Director of Public Services: [Matthew Best](#)
 - o Executive Assistant: [Elizabeth Renaud](#)



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- **In-person availability:**

- o During this time, in-person availability will be by appointment only. Appointments will be scheduled in compliance with guidelines from the Occupational Health and Safety Administration (OSHA), the State of Michigan, and the Township to prioritize the safety of the public and our staff.
- o Upon the lifting of Michigan's "Stay Home, Stay Safe Executive Orders", staffing will resume with limited scheduling and optimal spacing between necessary staff. Staff will be present with a limited and alternating staffing schedule.

Permitting Information (from May 7, 2020 until further notice):

- o For questions about building, plumbing, electrical, or mechanical permit applications, please contact building@vanburen-mi.org.
- o Building, plumbing, electrical, or mechanical applications will continue to be filed and reviewed remotely.
- o Permit payments and invoices will first be processed by the Department. Upon receipt of an invoice, payment should be submitted by check to the following address:

Van Buren Township
Building Department
46425 Tyler Road
Van Buren Township, MI 48111

Inspections Information (from May 7, 2020 until further notice):

- o **Prior to any inspection, construction contractors must make sure the proper process and site conditions are in place consistent with the requirements of [State of Michigan EO 2020-77, Section 11](#).**
- o For scheduling inspections, please contact building@vanburen-mi.org. Alternatively, call-in inspection requests can be made to 734-699-8910 if a contractor does not have access to email. Those requests will be forwarded by the Supervisor's Department to the Planning and Economic Development Director and Director of Public Services.



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- Contractors seeking to schedule inspections should be prepared to have the permit number or address number and type of inspection needed ready to describe in an email. Contractors should also indicate whether they have an iPhone mobile device.
- To maximize the safety of contractors and inspectors, some types of construction activities will be reviewed remotely using photos, FaceTime, or Zoom. The Department has published **Construction Inspections Updates** which are viewable on our [webpage](#). If an onsite inspection is required, personal protective equipment (PPE) and social distancing as outlined in State of Michigan EO 2020-70, section 11 must be followed by contractors.
- No on-site inspections will take place in an occupied home or business to the greatest extent possible. Only special exceptions to this will be considered by the Director. If an inspection in an occupied home or business cannot be safely performed remotely or in person at that time, a follow up inspection will be done when it is deemed safe to do so.

Planning and Economic Development Information

For questions regarding the following Planning and Economic Development Activities, please contact Dan Power, Planning and Economic Development Director, at dpower@vanburen-mi.org:

- Development applications for site plan review
- Development applications for special land use permits
- Rezoning / zoning map amendment petitions
- Zoning ordinance text amendments
- Van Buren Township Master Plan

Code Enforcement Information

For code enforcement issues, please follow the link below:

<https://vanburen-mi.org/township-services/online-forms/code-violation-complaint-form/>