

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler 
DATE: June 17, 2024
SUBJECT: City of Lansing Building Permit Process

Overview: The City of Lansing requires the issuance of building permits to be applied for and issued by “Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system...” These permits are valid for 180 days after the date of issuance by the City.

Policy Consideration: Review Standard Operating Procedure for cases where the proposed scope of work listed the building permit is not completed by the expiration date of the issued building permit.

Financial Consideration: n/a

Action: None needed.