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The SMBA office is closed to the public except by appointment. We will remain available via phone or email during our normal office hours of 8am to 5pm Mon-Thurs, and 8am to 1pm on Fridays. This will remain in effect until further notice.

### **Application Instructions**

1. Completely fill out the relevant application form(s).
2. Place the completed application in the township drop box in the parking lot.
3. Payment:
  - a. If you are paying with a check or cash, please place the payment in an envelope along with the application form before placing the sealed envelope in the drop box.
  - b. If you are paying with a card, staff will contact you at the number listed on the application to collect payment over the phone.
4. You will be emailed a copy of your permit (once issued) and your receipt. You may need to pick up your materials in person, in which case you will be contacted to set up an appointment.
5. If you have large-format plans that need to be dropped off, please call 269-585-4150 to schedule a time to submit your application.

### **Inspections:**

Inspections will continue as normal, unless otherwise specified. To set up an inspection:

#### **ONLINE:**

1. Go to <https://swmiba.org/inspection-request>
2. Complete the form. A staff member will contact you to confirm the request has been received or to reschedule.

#### **PHONE:**

1. Call 269-585-4150 during our normal hours (8am to 5pm). If you do not reach a staff member, please follow the directions given on the recording.

### **Anything Else:**

Please contact our staff with any questions or concerns. We can be reached during our normal office hours by email ([info@swmiba.org](mailto:info@swmiba.org)) or by phone (269-585-4150).

For the most up-to-date information on these temporary measures, please visit our COVID-19 center on our website at <https://swmiba.org/covid-19>