



GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY

525 Washington Avenue | Grand Haven | MI | 49417

MICHIGAN FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS

Building Department Records Request

Building Department Related Records

Please visit [HTTP://bsaonline.com](http://bsaonline.com) for all permits, violations and inspection reports for this parcel. *To view plans and receive a cost estimate, please provide an estimated review time. After payment, we'll schedule your review. If additional time is required, the cost will be adjusted accordingly.*

Please note, the following fields must be completed or your request may be denied.

Request Type: ☐ Fire Records ☐ Building Plans

Property Address: _____

Reason for request: _____

Estimated review time: _____

Name of Requestor: _____

Address: _____ City/State/Zip: _____

Phone: _____ Drivers License Number: _____

Email: _____

Signature of person requesting: _____ Date: _____

GHDPs does not maintain records of storage or septic tanks, hazardous substances (Chemicals, Hazmat Incidents) or spills. For information regarding storage tanks, please visit the State of Michigan Department of Licensing and Regulatory Affairs website or click on the following link:

<https://www.michigan.gov/lara/bureau-list/bfs/storage-tanks/underground>.

Scroll down to ONLINE SERVICES and select the underground Tank list.

ONLINE SERVICES

[Create Customer Account Tutorial](#)

[Instructions for Paying Tank fees with Accela](#)

[Storage Tank Forms](#)

[Underground Tank List](#)

We will respond to your request in writing within five (5) business days. This response may include an extension of ten (10) business days as allowed under the Act [MCL 15.235(2)(d)]. When the requested records are ready, we will notify you of the cost to obtain them. Payment options include cash, money order, checks, or credit card. Credit card transactions are subject to a convenience fee. Records may be picked up in person, or will be mailed to you after payment is received. **Send to GHDPsFOIA@grandhaven.org or 525 Washington Ave.**

FOR GHDPs USE ONLY

Date Received: _____ FOIA File Number: _____

Effective: August 15, 2025