



## Reopening Township Administration Offices

On June 8, the Delta Township Administration Building will reopen to the public. The safety of our residents and our employees is our number one priority, which is why we have instituted a safe reopening plan structured to protect all persons entering our facilities.

At this time only the Delta Township Administration Building, located at 7710 W. Saginaw Highway, will be open to the public. Beginning June 8 through July 31, the hours of operation will be 8 a.m. to 5 p.m. Monday through Thursday. The Delta Township Administration Building will be closed on Fridays.

All three Fire Department Buildings, Utility Buildings, the Delta Township Enrichment Center, and the Delta Township District Library will remain closed to the public until further notice.

### Safety Measures

Below is a list of safety measures we have taken and requirements for those entering our facility:

- Masks will be required in any enclosed building area. We ask that you please put your mask on before entering the building.
- Plexi-glass barriers have been installed in all departments in the Administration Building to aid in social distancing and protection from airborne particles.
- Floor markers have also been added to encourage social distancing.
- The Township has instituted a strict and frequent regimen for cleaning public spaces including restrooms, handrails, and service counters.  
*Please be patient as we disinfect between customers.*
- Hand sanitizing stations are located throughout the building, we encourage everyone to use them when entering and leaving the building.

### Online Services Encouraged

While our administration building will reopen, please remember we have staff available by phone and email to answer questions and encourage our residents to still access the many services we have available online by visiting [Deltami.gov](http://Deltami.gov). Online services include:

- Building Permits
- Water and Sewer bill payments (Payments can also be made using the drop boxes on the North and East sides of the Township Administration Building)
- Starting Water/Sewer service
- Assessing and Tax Information
- FOIA Requests
- Dog Licenses
- Parks and Recreation information
- Burn Permits

Please note that absentee ballot applications may also be dropped off using the drop boxes on the North and East sides of the Administration Building.

For questions or phone services please use the following phone directory:

Building Permits: (517) 323-8530

FOIA Request Assistance

(517) 323-8590

Water/Sewer Payments & (517) 323-8510  
Start/Stop Services, Dog Licenses

Parks & Recreation  
Information

(517) 323-8555

Assessing & Tax Services (517) 323-8520

Burn Permits

(517) 321-6622

# Delta Township Reopening Offices

## June 8, 2020

## Changes in Daily Services by Department

### Accounting Department

Ph. (517) 323-8510  
accounting@deltami.gov

- Customers in line will be asked to stand 6 ft apart as indicated with floor markers.
- Customers are encouraged to pay bills on-line, via ACH, through the mail, or via our dropboxes.
- No person will be allowed behind plexi-glass shield or in staff office area.
- Generally no in-person meetings will take place.

### Assessing Department

Ph. (517) 323-8520  
assessing@deltami.gov

- No person will be allowed behind plexi-glass shield or in staff office area.

### Building Department

Ph. (517) 323-8530  
building@deltami.gov

- We encourage all business to be conducted via phone, email or via the online permitting system.
- Generally documents will be sent electronically.
- If an in-person meeting is required, they will be coordinated directly with inspectors and will generally not take place at the Admin. Building.
- For commercial/industrial jobs that require paper plans, please send those via commercial carrier.

### Clerk's Office

Ph. (517) 323-8500  
clerk@deltami.gov

- Passport services are by appointment only.
- People are encouraged to return absentee ballot applications and ballots (available after June 25) via mail or in the drop boxes located on the North and East sides of the building.
- Generally no in-person meetings will take place.

### Engineering Department

Ph. (517) 323-8540  
engineer@deltami.gov

- No person will be allowed behind plexi-glass shield or in staff office area.
- We encourage all business to be conducted via phone or email, however if you find it necessary to visit, please call and make an appointment.

### Fire Department

Ph. (517) 321-6622  
fire@deltami.gov

- All stations are closed to the public.
- Burn Permits can be applied for online.

### Manager's Office

Ph. (517) 323-8590  
manager@deltami.gov

- Generally no in-person meetings will take place.
- We encourage all business to be conducted via phone or email, however if you find it necessary to visit, please call and make an appointment.
- FOIA requests can be made online or via mail.

### Parks & Recreation Department

Ph. (517) 323-8555  
parks@deltami.gov

- Currently, all scheduled recreational and sports activites are canceled. We are working on plans for activities once the state restrictions are lifted.
- The recycling center is open and operating during its regularly scheduled hours.
- Generally no in-person meetings will take place.
- No person will be allowed behind plexi-glass shield or in staff office area.

### Planning Department

Ph. (517) 323-8560  
planning@deltami.gov

- Generally no in-person meetings will take place.
- We encourage all business to be conducted via phone or email, however if you find it necessary to visit, please call and make an appointment.
- No person will be allowed behind plexi-glass shield or in staff office area.
- Planning services are by appointment only.

### Utility Department

Ph. (517) 323-8570  
utility@deltami.gov

- Closed to the public.
- Site visits are by appointment only.
- The department is limiting nonessential non-emergency service calls to Tuesdays and Wednesdays between 1 p.m. - 3 p.m.

*For inspections or in-home service calls all occupants will be asked to adhere to social distancing guidelines when interacting with employees. Delta employees will wear protective coverings including face masks, gloves and booties when neccessary while in any building.*