

### **Building Inspection Sequence**

After obtaining a building permit from our office, the following inspections must take place before your Certificate of Occupancy can be issued.

- (1) Spread and column footing – formed, and inspected before pouring the concrete
- (2) Backfill – before the actual backfilling takes place
- (3) Trench footing (garage) – open trench before pouring concrete
- (4) Sewer tap (if applicable) – before the actual tap takes place
- (5) Rough framing – please be sure that all electrical, mechanical and plumbing rough approvals have been completed by the State of Michigan before you request a rough framing inspection through this office. You will be charged additional inspection fees if the inspector comes out and these have not been completed, and approved by the State of Michigan Inspector.

### **State of Michigan Inspectors**

Electrical:	Steve Baldwin (810) 280-5520
Mechanical/HVAC:	Gary Bick (989) 590-8169
Plumbing:	Allon Robbins (517) 281-1108

### **State of Michigan Permit Info**

Call (517) 241-9313

- (6) Brick/Flashing – call in your inspection before you finish any and all brick work
- (7) Compaction on basement, as well as garage (if there is a bonus room/living space above) prior to pouring concrete
- (8) Insulation – do not hang the drywall until an insulation inspection has taken place
- (9) Final – please be sure that all electrical, mechanical and plumbing final approvals have been completed by the State of Michigan before you request a final structural inspection through this office. You will be charged additional inspection fees if the inspector comes out and these have not been completed and an approval granted by the State of Michigan Inspector.
- (10) Grade inspection. Grade inspections are performed by the Township Engineer. Once property has been graded according to the grade plan submitted, call for a grading inspection. If your grading does not match what your grade plan on file shows, an asbuilt will be required prior to issuance of any certificate of occupancy (including temporary). **Please let our office know immediately of any grade changes.**

Your bond/deposit will be held until your grade inspection has been approved.

Grading inspections are postponed due to inclement weather conditions, especial in the winter months.

### **Copies of Certificate of Occupancy – available 24 hours after your final inspection**

Construction Bonds/Deposits are refunded by mail only within 30 days of receiving final inspection or “Certificate of Occupancy”. Re-inspection fees are charged if you fail an inspection or upon the inspector’s arrival for a scheduled inspection, you are not ready. Re-inspections are \$50.00 each. If you have questions regarding a re-inspection fee, please call the building department at (810) 629-6711.

Currently, “building” inspections are conducted on Tuesday’s and Thursday’s only - No specific times can be scheduled.

Please call the Building Inspection line directly for scheduling (810) 629-6711. Leave the address, type of inspection, along with any lock box and/or key codes for entry, as well as your contact information.