

INSPECTION REQUIRED

ALL PLUMBING, HEATING, ELECTRICAL, REFRIGERATION, OR STRUCTURAL WORK MUST BE INSPECTED AND APPROVED PRIOR TO CONCEALING.

ADDITIONS

Footing (and backfill, if applicable)
Floor framing (2nd story additions only)
Rough (Elec, Plbg, Htg – any order, Bldg last)
Insulation
Final (Elec, Plbg, Htg – any order, Bldg last)

BASEMENT FINISH

Rough (Elec, Plbg, Htg – Bldg last)
Final (Elec, Plbg, Htg – Bldg last)

CARPORT

Footing
Final Bldg

DECKS

Footings (post holes)
Floor framing (decks less than 30" from grade)
Final Bldg (skirt deck after the final inspection)

DEMOLITION

Open Hole (before backfill)
Final Bldg (clean up of site)

FENCES – POOLS

Final Bldg

GARAGE/POLE BARN (DETACHED)

Footings, Sand
Final Bldg (Elec and Htg if applicable, bldg last)

POOLS

Steel structure (except fiberglass), Electric (open trench), Mechanical (heater, open trench), Electric Rough (pool light before filling), Electric Final (inside & outside of home; after fencing and before using pool), Final (Elec, Htg – Bldg last). Also needs **Fence**.

NOTE: BUILDING PERMITS ARE FOR THE BUILDING ONLY. ANY PROJECTS REQUIRING ELECTRICAL, PLUMBING, HEATING OR AIR CONDITIONING WILL REQUIRE ADDITIONAL PERMITS.

NEW RESIDENCE

1. Basement Footing
2. Walkout basement trench footing or house footing without basement (if applicable).
3. Basement backfill – Waterproofing, tile, stone and lead walls are to be completed.
4. Open trench footing for garage (if applicable). **NOTE: In order for us to perform this inspection, we must have the preliminary grade certificate in our office prior to your inspection request. This inspection will not be done unless this document is on file with our office. Please take care to coordinate concrete inspections with your concrete company and the building department. Concrete poured prior to approval will not be accepted.**
5. Rough plumbing & underground drain tile, rough electrical and rough heating. **These may be called in any order or all at once.**
6. Pre-fabricated fireplace prior to rough building or along with rough heating.
7. Rough refrigeration (A/C) applicable ONLY if refrigeration lines are to be covered.
8. Rough building (**ONLY WHEN ALL OTHER ROUGH INSPECTIONS ARE APPROVED.**)

RE-ROOF (if sheathing/wood is replaced)

Open Roof
Final Bldg

SATELLITE DISH/ANTENNA

Footing (if applicable)
Final

SHEDS (Over 200 sq ft)

Footing (open trench)
final (Elec. If applicable, bldg last)

SIDING (if structural modifications made)

Final Bldg

SIDEWALK

Sand
Final Bldg

SIGNS

Footings (for ground or pylon sign only)
Electrical (if applicable)
Final Bldg

WINDOWS

Rough Framing (if opening size id changed)

9. Masonry (PAPER/FLASHING)
10. Sand Inspection – garage, basement, city sidewalk, interior floor slabs etc. (THESE MAY BE CALLED IN ANY ORDER OR SIMULTANEOUSLY).
11. Insulation inspections (Drywall inspection is not a requirement unless otherwise specified, usually applicable for multiple family dwellings).
12. Final plumbing and heating. (This department will automatically order water meter installation when you request your final plumbing inspection).
13. Final electrical and air conditioning.
14. Final building inspection, final grading inspection and tree(s) inspection. Trees must be planted in accordance with tree permit or tree preservation plan as applicable. **NOTE: THE FINAL GRADE CERTIFICATE MUST BE TURNED IN TO THIS OFFICE PRIOR TO THIS INSPECTION BEING CALLED FOR. ALL FINAL INSPECTIONS REQUIRE THAT A PERMANENT ADDRESS BE POSTED ON THE HOME.**

Prior to issuance of a Certificate of Occupancy we must have approval from:

- Shelby Township Water Department (meter installation)
- Macomb County Road Commission (driveway approach)
- Macomb County Health Department (well/septic system)
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IF EVERYTHING HAS BEEN APPROVED FOR OCCUPANCY YOU MAY OBTAIN YOUR CERTIFICATE OF OCCUPANCY AFTER 10:00 AM THE NEXT BUSINESS DAY AFTER YOUR FINAL BUILDING INSPECTION HAS BEEN APPROVED. SAME DAY SERVICE IS NOT OFFERED TO ALLOW FOR PROCESSING TIME.

COMMERCIAL/INDUSTRIAL

Commercial/Industrial and all building and structures, except detached residential dwellings and their approved accessory structures, shall be subject to the following inspections. **EACH INSPECTION MUST BE APPROVED PRIOR TO OBTAINING THE NEXT INSPECTION.**

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| <ol style="list-style-type: none"> 1. Footing & Foundations (if provided) prior to placement. 2. Sand inspection – prior to placing concrete. Vapor barrier-reinforcing must be in place at inspection. 3. Rough elec., plbg. & mech. prior to covering or concealment of structural members. (Must be prior to rough building inspection). 4. Rough frame/building enclosure – prior to covering or concealment of structural members. Brick flashing, vapor barrier sheathing, etc. must be in place and not covered (ie. Bldg not sided). All special inspection reports shall be filed prior to the scheduling of a rough bldg inspection. | <ol style="list-style-type: none"> 5. Firewall/fireseparation, wall/firestopping/ and draftstopping-prior to covering, concealment or taping of drywall. 6. Insulation – prior to concealment. 7. Final plgb., elec., & mech., inspections (must be prior to final bldg inspection). 8. Fire suppression system inspection where system is provided. Done by Fire Department (586-731-3476). 9. Public sidewalk inspection – where such is provided, just prior to pouring. 10. Any other specifically described inspections indicated in the plan review. 11. Final building inspection – includes tree removal & site plan implementation. |
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ALL BUILDING PERMIT FEES ARE ANNUAL. ONE (1) YEAR, AFTER DATE OF PERMIT ISSUANCE, PERMIT FEES ARE AGAIN DUE, IF THE SUBJECT CONSTRUCTION IS NOT COMPLETED AND A FINAL CERTIFICATE OF OCCUPANCY ISSUED. LARGE, ONGOING PROJECT'S ARE EXEMPT FROM THE ABOVE REQUIREMENT.