

# Building Permit Check List

- Health Permit - New Construction Attached to site board
- Culvert Permit - New Construction Attached to site board
- Soil Erosion Permit - over 1 acre or within 500 feet lake, pond, river, stream or county drain
- Sewer Permit - New Construction (If applicable - Pay all Fees)
- Site Plan (Zoning Compliance) - New Construction Show all features and structures on lot  
**All corner lot stakes, building stakes and building permit board**
- Two Sets of Blue Prints
- MEC Check Energy Code Work Sheet
- Building Permit Application and fees paid. Hard Card Issued at this time
- Electrical Permit (State 517/346-6827 Fox - 265-5982 - Kern; 423-8287 - Hayes)
- Plumbing Permit (State 517/787-8088 - Page)
- Mechanical Permit (State 517/665-3148 - Fuller; 285-2606 - BoVee)
- Site Inspection (Issued Permit card to be posted on board at this time)  
**Call for all inspections a minimum of 24 hrs. before any inspection may be done.**
- Excavation only after permit card is signed that the site inspection was approved
- Footer Inspection after footers are dug but before any concrete is poured
- Sewer Hook Up Inspection (Lenawee County Drain)
- Backfill Inspection after Tube, filter, stone and water proofing installed
- Rough In Inspection
  - Plumbing
  - Electrical
  - Mechanical
  - Building after the above are done
- Insulation Inspection before any wall covering is installed
- Drywall Inspection after hanging but before any tape or finishing
- Final Inspections - all must have green stickers
  - Sewer
  - Electrical
  - Plumbing
  - Mechanical

Above inspections are included in the permit fees. Additional inspections will be billed. All fees must be paid before final building inspection. Certificate of occupancy must be issued before occupancy.