

Building Permit Check List

1. Health permit. New construction attached to site board
2. Culvert permit. New construction attached to site board
3. Soil erosion permit. over 1 acre or within 500 ft Lake, pond, river, stream or county drain
4. Sewer permit. New construction (if applicable-pay all fees)
5. Site plan (zoning compliance). New construction. Show all features and all structures on lot.
All corner lot stakes and building board.
6. Three sets of blue prints
7. NIEC. Check Energy Code Work Sheet
8. Building permit application. All sewer and water tap fees are to be paid
at the same time application is submitted for building permit
9. Plan review for building. to be paid ahead
10. Electrical permit application. (TWP-Sprague 517-403-5655
11. Plan review for electrical. to be paid ahead
12. Mechanical permit application. (State 517-241-9313)
13. Plan review for mechanical. to be paid ahead
14. Plumbing permit application (State 517-241-9313)
15. Site inspection (permit card issued and posted on board). call for this inspection
minimum of 24 hrs., before any excavation work is done.
16. Excavation. only when permit card is posted.
17. Footer. inspection before concrete is poured
18. Sewer Hook Up. inspection by Lenawee County Drain Commissioner)
19. Backfill. inspection after tube, filter, stone and waterproofing installed
20. Rough in inspection
 - a. Building
 - b. Electrical
 - c. Mechanical
 - d. Plumbing
21. Insulation Inspection
22. Drywall Inspection
23. Final Inspections - All must have Green Stickers
 - a. Sewer
 - b. Electrical
 - c. Plumbing
 - d. Mechanical

**ALL FEES MUST BE PAID BEFORE FINAL BUILDING INSPECTION. CERTIFICATE OF OCCUPANCY
MUST BE ISSUED BEFORE PROPERTY CAN BE OCCUPIED.**