

# 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-Bovee 517-265-2606) (TWP-Kern 517-423-8287)  
(State-Fox 517-346-6627)
11.  Plan review for electrical. . . . . to be paid ahead
12.  Mechanical permit application. . . . . (TWP-Bovee 517-265-2606)  
(State-Fuller-517-565-3148)
13.  Plan review for mechanical. . . . . to be paid ahead
14.  Plumbing permit application
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.**