

# **MADISON CHARTER TOWNSHIP**

## **NEW CONSTRUCTION BUILDING PERMIT CHECKLIST**

- 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 Blueprints.**
- 7. MEC Check Energy Code Work Sheet**
- 8. Building Permit Application- All Sewer and Water Tap Fees are to be paid for at the same time application is submitted for Building Permit**
- 9. Plan Review for Building – to be paid ahead**
- 10. Electrical Permit Application – (Inspector/Bill Patteau-517-902-4205)  
(State-Fox 517-346-6627)**
- 11. Plan Review for Electrical – to be paid ahead**
- 12. Mechanical Permit Application (Inspector/Don Olszewski 734-657-4353)  
(State-Fuller-517-565-3148)**
- 13. Plan Review for Mechanical – to be paid ahead**
- 14. Plumbing Permit Application (Inspector/Don Olszewski 734-657-4353)**
- 15. Site Inspection (Permit Card issued and posted on board at this time) call for this inspection a 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 (Lenawee County Drain)
19. Backfill Inspection Tube, Filter, Stone and Water Proofing Installed
20. Rough in inspection
  - A.) Building
  - B.) Electrical
  - C.) Mechanical
  - D.) Plumbing
21. Insulation Inspection
22. Drywall Inspection
23. Water must be tested on a well before any occupancy can be given
24. 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.**