

Clinton County Permit Holder Responsibilities

To request inspections please call: **(989) 224-5183**

Please call before 4:00 pm the business day before needing an inspection. The inspection line is only for the purpose of scheduling inspections, all questions should be directed toward Building Department Personnel listed at the end of this document. Please note: Inspections left on any other line, will not be scheduled.

Inspection Location:

- 1: The permit must be posted and visible from the road.
- 2: The location must be identified by street/road numbers per the 911 ordinance or a sign indicating the owner's or contractor's name. (Hand painted signs are allowed.)

Inspections: There are various inspections required in each of the four codes/permits (building, electrical, mechanical, and plumbing). Therefore, you must call us when you are ready for each type of inspection. An inspection approval sticker must be posted before continuing work on the project.

Building:

Footing: When forms are set, or a trench is dug but before any concrete is poured. Please leave what time the holes will be dug on the inspection line if concrete is scheduled, and it is time sensitive matter.

Foundation Wall: When re-bar schedule is secure with ground rod and wall forms are ready for concrete.

Backfill: Foundation walls must be damp proofed or waterproofed. An approved drainage system must be installed: The tile must be protected with a filter membrane with 2" of pea stone below and not less than 6" above. If sock tile is used, two areas must be left exposed for an inspection. Foam must be installed below grade at walk out areas.

Rough Frame: (Before insulating or drywall) All wood, steel, masonry, and roofing members must be installed. Exterior windows and doors must be installed as well as house wrap. **The electrical, plumbing, and mechanical rough inspections must all be approved first.**

Insulation: Insulation must conform with the 2009 Michigan Uniform Energy Code and must be inspected before covering up.

Final: When the project is complete and ready for a Certificate of Occupancy. **The electrical, plumbing, and mechanical final inspections must all be approved first.**

Electrical:

Temporary Or Permanent Service: When service is complete and ready for hookup. It must have two ground rods spaced more than 6 feet apart and a ground fault outlet. A request number is required for Consumers Energy Service.

Rough-In: When wire is drawn, and boxes made up (no fixtures installed) and service is ready to be released to Consumers Energy. This inspection must be done before insulation or drywall. All boreholes through top and bottom plates or into cold air runs must be caulked.

Final: When all fixtures are set, cover plates are on, and the building is ready for occupancy.

Mechanical:

Underground: Required if anything will be covered by dirt or concrete.

Rough-In: When all mechanical exhaust fans are installed, all cutting, framing, and required vents are installed, but before insulating or installing.

Final: When the furnace and/or air conditioning is complete and operating properly. All exterior gas pipe is painted, and the building is ready for occupancy.

Plumbing:

Underground: When all drain lines and water lines are installed that will be covered, but before fill or concrete is installed. An air test is required- 5 psi for drains and 100 psi for waterlines.

Rough: When all water lines, drain lines and vents are installed and properly supported but before any insulation or wall covering is installed. An air test is required- 5 psi for drains and 100 psi for waterlines.

Final: When all fixtures are complete and operating properly and the building is ready for occupancy.

Please remember each job is different and goes at a different pace. Therefore, we do not know when you will be ready for an inspection. When you are ready for an inspection, it is your responsibility to call and schedule an inspection. If any inspection is called in and is not ready or the building is locked, a re-inspection fee will be charged.

When calling for an inspection be sure to have the following information ready:

1. Permit Number
2. Complete address of the inspection site
3. Homeowner and contractor name
4. Type of construction (New home, addition, commercial, etc.)
5. Type of inspection requested
6. If the building is open or if there is a key for the inspector
7. A phone number where you can be reached.

Please don't hesitate to contact us! We are here to help you through your entire project!

Sara Gildersleeve

Building Department Secretary/Accounting Clerk

Monday-Friday
8:00 AM - 5:00 PM
(989) 224-5181

Vacant

Soil Erosion Secretary

Monday-Friday
9:00 AM- 1:30 PM
(989) 224-5111

Joel Haviland

Building Official/Zoning Administrator/Soil Erosion

Monday-Friday
8:00 AM - 5:00 PM
(989) 227-6440

Vacant

Building Inspector/Soil Erosion

Monday-Friday
8:00 AM - 5:00 PM
(989) 640-5025 (Joel)

Lynn Smith

Electrical Inspector

Monday-Thursday
Office hours: Vary please call ahead.
(517) 719-5096

Greg Colley

Plumbing/Mechanical Inspector

Mon, Wed, & Fri.
Office Hours: 8:00 AM - 9:00 AM
(989) 640-6388

Thank you for your cooperation and good luck with your project! ☺