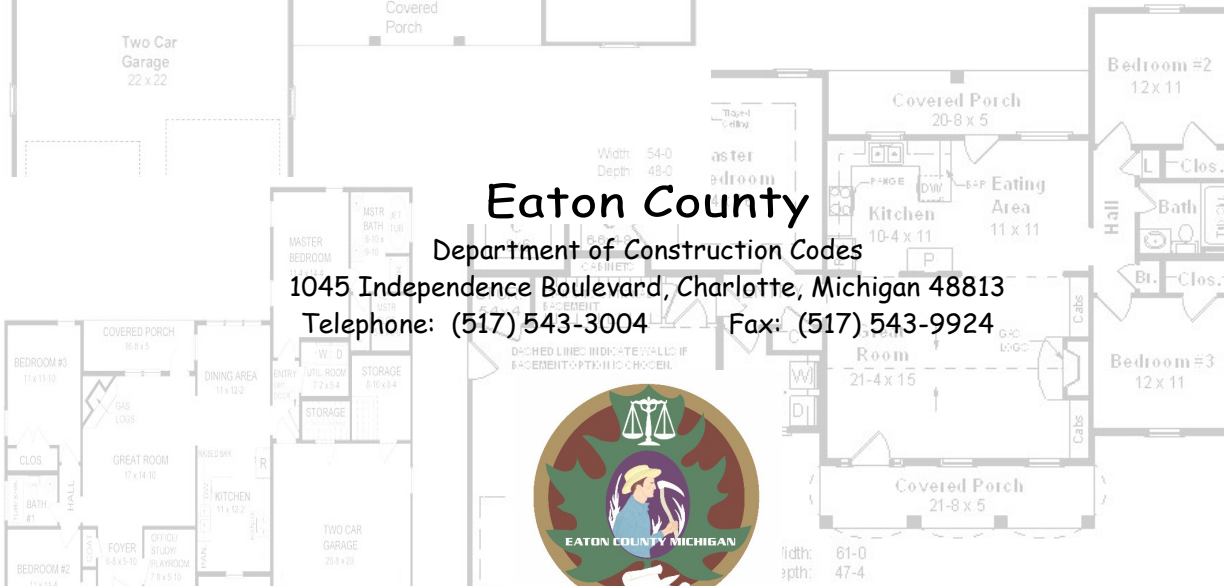
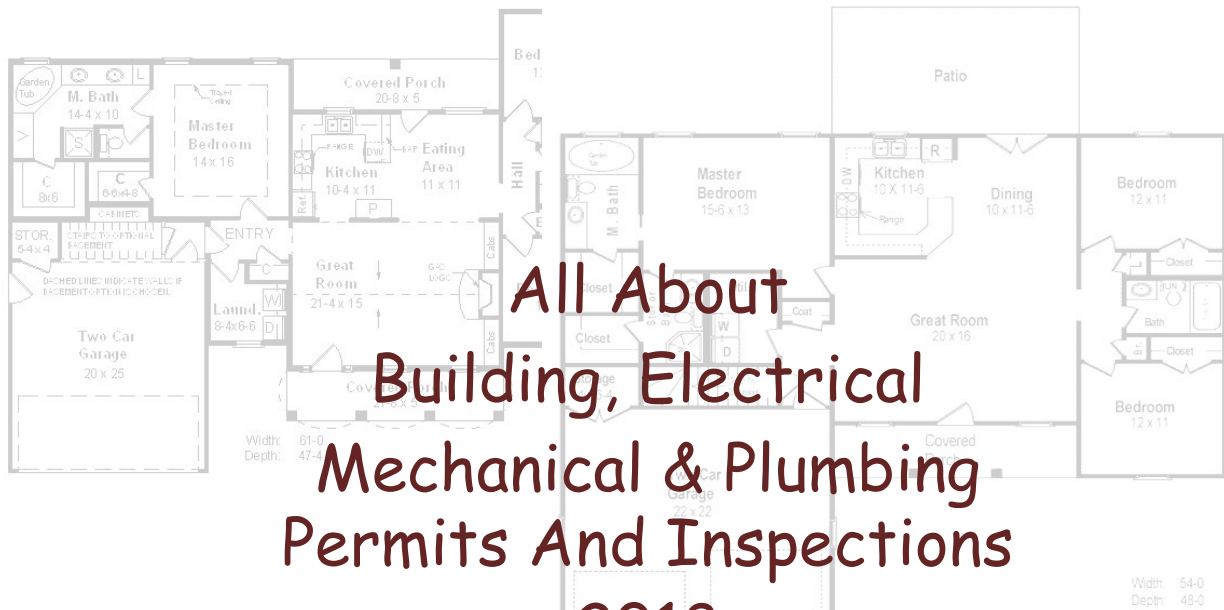


All About Building, Electrical Mechanical & Plumbing Permits And Inspections 2018



Eaton County
Department of Construction Codes
1045 Independence Boulevard, Charlotte, Michigan 48813
Telephone: (517) 543-3004 Fax: (517) 543-9924



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What You Will Find In This Booklet

GREETING	2	REQUIRED INSPECTIONS CONTINUED	
TERRITORY	2	Backfill - For Concrete	13
CURRENT CODES	2	Backfill - For Wood Foundations.....	13
RESPONSIBILITIES	2	Backfill - For Pre-Mfg. Walls.....	14
PERMIT CANCELLATION.....	3	Frame	14
PLAN REVIEW REQUIREMENTS		Insulation.....	14
Exemptions	3	Special Inspections	14
Bldg., Elec., Mech., Plumb	3-4	Final Building	
PERMIT INFORMATION.....	5	Except Utility Buildings.....	14
BUILDING PERMIT REQUIREMENTS.....	5	Utility Buildings	15
ELECTRICAL PERMIT REQUIREMENTS.....	7	Occupancy Certificates	15
MECHANICAL PERMIT REQUIREMENTS	7	Electrical	
PLUMBING PERMIT REQUIREMENTS	8	Temporary Electrical Service.....	15
ASSIGNMENT OF ADDRESSES	8	Permanent Electrical Service	
SITE INSPECTIONS AND BUILDING PERMITS.	8	For Site Built Buildings.....	15
RADON PROTECTION.....	9	Underground Electrical.....	16
SCHEDULING AN INSPECTION	10	Rough Electrical	16
REQUIRED INSPECTIONS		Final Electrical.....	16
Building		Mechanical	
General	12	Underground Mechanical	16
Site - For All Building Permits	12	LP Tank Piping To Building.....	16
Footing - For Concrete	13	Gas Connection For Mfg. Buildings	17
Footing - For Pre-Mfgd. Walls	13	Rough Mechanical.....	17
Footing - For Utility Buildings.....	13	Final Mechanical.....	17
Foundation - For Wood Foundations.....	13	Plumbing	
		Underground Plumbing Outside	
		Water Service.....	17
		Sewer Connection.....	17
		Underground Plumbing Inside	
		Water and Sewer	17
		Rough Plumbing	18
		Final Plumbing.....	18
		Special note.....	18
		MISCELLANEOUS	
		Re-inspections	18

Greeting

This booklet contains construction code information for building in the Eaton County, Department of Construction Code's jurisdictional area. This booklet explains what information you will need and what procedures you will need to follow when making application for a Building, Electrical, Mechanical or Plumbing Permit. This booklet also outlines the procedures that you will need to follow, the requirements that you will need to comply with, and at what times during construction (or during the installation of regulated equipment) you will need to request inspections.

The information in this booklet was compiled for informational purposes only. Special care was taken to ensure that the information in this booklet was accurate at the time this booklet was written. The information in this booklet reflects applicable State and County laws, Local ordinances and other relevant codes in effect at the time this booklet was written. Any errors or omissions in this booklet does not reduce, or eliminate, the responsibility of the property owner and/or contractors from complying fully with all applicable code requirements.

Territory

The Eaton County Department of Construction Codes enforces the building, electrical, mechanical and plumbing codes in the following Governmental Subdivisions:

Bellevue Township	Dimondale Village	City of Olivet	Vermontville Village
Bellevue Village	Eaton Township	City of Potterville	Walton Township
Benton Township	Eaton Rapids Township	Roxand Township	Windsor Township
Brookfield Township	Hamlin Township	Sunfield Township	
Carmel Township	Kalamo Township	Sunfield Village	
Chester Township	Mulliken Village	Vermontville Township	

The Eaton County Department of Construction Codes also enforces the Electrical, Mechanical and Plumbing Codes in the City of Charlotte.

Current Codes

Building:	Commercial & Industrial 1 & 2 Family Residential	2015 Edition - Michigan Building Code 2015 Edition - Michigan Residential Code
Electrical:	Commercial & Industrial 1 & 2 Family Residential	2015 Edition - Michigan Electrical Code 2015 Edition - Michigan Residential Code
Mechanical:	Commercial & Industrial 1 & 2 Family Residential	2015 Edition - Michigan Mechanical Code 2015 Edition - Michigan Residential Code
Plumbing:	Commercial & Industrial 1 & 2 Family Residential	2015 Edition - Michigan Plumbing Code 2015 Edition - Michigan Residential Code

Responsibilities

It is the responsibility of the permit holder, homeowner/contractor to be knowledgeable of the appropriate Federal, State, Local laws, ordinances and building, electrical, mechanical and/or plumbing code sections related to the project and to make sure the project meets all of these code requirements along with the ability to complete the project that has been planned.

The Eaton County Department of Construction Codes responsibility is to inspect the work and verify its compliance with the code. Inspectors cannot be involved in the planning of any work, or require any specific materials or equipment. Inspectors cannot advise anyone on how to do the work or solve any problems with the building construction, electrical wiring, plumbing or mechanical systems. Inspectors are limited to answering specific code questions that may be asked and determining if what has been completed, or what work is proposed to be done will meet the appropriate code requirements. It is not the responsibility of the Eaton County Department of Construction Codes or any individual inspector to inform anyone of appropriate Federal, State, Local laws, ordinances or specific building, electrical, mechanical or plumbing code sections.

Permit Cancellation

All Building permits are required to have periodic inspections. If a building permit has been issued but, the project has not been started and an inspection has not been completed within six months of the issue date of the permit (this does not include the site inspection) the permit may be canceled. If, after the project has been started and work is stopped for any reason for a period of six months or more the permit may be canceled.

All Electrical, Mechanical and Plumbing permits are required to have periodic inspections. If a permit has been issued but, the project has not been started and an inspection has not been completed within six months of the issue date of the permit the permit may be canceled. If, after the project has been started and work is stopped for any reason for a period of six months or more the permit may be canceled. All equipment for which a permit has been issued must be inspected and approved. Any equipment or attachments thereto that is intended to be concealed by any permanent portion of the structure shall not be concealed until it has been inspected and approved. Equipment shall not be put into normal operation until it has had a final inspection and been approved. The only exception to this requirement is replacement equipment. Replacement equipment may be installed before a permit has been issued, but, an application for a permit and a request for an inspection must be made within two business days after the equipment has been installed, and in no case may it be concealed before it is inspected.

Before a permit is canceled a letter will be sent to the permit holder, at their last known address, indicating that the permit could be canceled if a response to our letter is not received in a timely fashion. Canceled permits may not be reinstated.

Plan Review Requirements

A formal plan review is required for all buildings, except for the following:

Building:

1. One & two family dwellings when the building will not be over 3,000 square feet in habitable floor space when finished and it is not of an unusual type of construction.
2. Additions, alterations and/or repair work that the building official considers to be of a minor nature.
3. Work completed by a governmental sub-division costing less than \$15,000.00.

Electrical:

1. One & two family dwellings when the building will not be over 3,000 square feet in habitable floor space when finished and it is not of an unusual type of construction, and the electrical system does not exceed 400 amperes.
2. Alterations and/or repair work that the building and electrical officials consider to be of a minor nature.
3. Work completed by a governmental sub-division costing less than \$15,000.00.
4. Commercial & Industrial buildings when the electrical system does not exceed 400 amperes.

Mechanical:

1. One & two family dwellings when the building will not be over 3,000 square feet in habitable floor space when finished and it is not of an unusual type of construction, and the total building heating systems input ratings do not exceed 200,000 B.T.U.'s.
2. Alterations and/or repair work that the building and mechanical officials consider to be of a minor nature.
3. Work completed by a governmental sub-division costing less than \$15,000.00.
4. Business, mercantile, and storage buildings having H.V.A.C. equipment only, with one fire area and not over 3,000 square feet in area.

Plumbing:

1. One & two family dwellings when the building will not be over 3,000 square feet in habitable floor space when finished and it is not of an unusual type of construction
2. Alterations and/or repair work that the building and plumbing officials consider to be of a minor nature.
3. Work completed by a governmental sub-division costing less than \$15,000.00.

Two sets of drawings must be submitted for each plan review, one set should be submitted on electronic media. If submitted drawings are provided on paper larger than 11 inches X 17 inches, a \$3.00 per sheet archive fee will be charged unless an electronic copy is supplied.

Drawings submitted for a commercial or industrial plan review must be properly sealed by either a Licensed Professional Architect or Engineer Registered in the State of Michigan. The drawings must contain a minimum of the following information. During the plan review process you may be asked to provide additional and/or more detailed information.

Site Plan:

- 🏠 A site plan drawn to scale showing the property lines (with dimensions), the location and dimensions of all building/s (existing and proposed), their distance from each other and from the property lines. The plan must show the driveway/s entrance location/s, parking lot/s, private or public easements, on site storm retention and/or approved drainage, proposed final grade elevations and, if appropriate, flood hazard areas, floodways, and design flood elevations. The plan shall also give the distance from one of the property corners to the nearest section or quarter section line. The plan must also specify the scale of the drawing (any acceptable engineering scale) and the top of the drawing shall always be North.

Building:

- 🏠 Foundation plans, floor plans, building elevations, building sections, framing plan details, roof plans, floor, ceiling and wall finish details, all roof live and dead load calculations.
For residential structures, the documents shall also include verification of compliance with the Michigan Energy Code.
For all commercial and industrial construction, the documents shall include information required in 2015 Michigan Energy Code and Sections 4 and 5 of ASHRAE 90.1-2013.
All energy code documentation shall be in a manageable format easy to understand and determine if the requirements of respective energy codes have been complied with.

Electrical:

- ⚡ Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and a complete set of drawings using standard electrical symbols.
In all commercial buildings when, installing new, repairing or replacing existing electrical equipment or systems that are required to be in compliance with the 2015 Michigan Energy Code and ASHRAE 90.1-2013 standards additional documentation shall be provided. All supporting documentation shall be prepared by the Architect or Engineer or the Licensed Electrical Contractor responsible for the

installation of the electrical equipment. The Documentation provided shall include all information required in Sections 4, 8, 9, 10 and/or 11 of ASHRAE 90.1-2013. The documentation shall be in a manageable format easy to understand and determine if the requirements of the 2015 Michigan Energy Code and ASHRAE 90.1-2013 have been complied with.

Mechanical:

- ⌘ Location of all heating, ventilation, and air conditioning equipment, duct work layout, material, gauge and sizes do duct work, fire dampers, kitchen and bathroom exhaust equipment, vents, chimneys and fire suppression equipment. In all commercial buildings when, installing new, repairing or replacing existing mechanical equipment or systems that are required to be in compliance with ASHRAE 90.1-2007 standards additional documentation shall be provided. All supporting documentation shall be prepared by the Architect or Engineer or the Licensed Mechanical Contractor responsible for the installation of the mechanical equipment. The Documentation provided shall include all information required in the Michigan Energy Code and Sections 4, 6, 7 and/or 11 of ASHRAE 90.1-2013. The documentation shall be in a manageable format easy to understand and determine if the requirements of the 2015 Michigan Energy Code and ASHRAE 90.1-2013 have been complied with.

Plumbing:

- ✂ Floor Plans, DWV riser diagrams, water distribution system, roof plan, show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit calculations of both stacks and drains in the DWV system, supply fixture unit load for the water distribution system, and branch supplies serving more than one plumbing fixture, appliance or hose bib. When installing new, repairing or replacing existing plumbing equipment or systems that are required to be in compliance with ASHRAE 90.1-2013 standards additional documentation shall be provided. All supporting documentation shall be prepared by the Architect or Engineer or the Licensed Plumbing Contractor responsible for the installation of the plumbing equipment. The Documentation provided shall include all information required in the 2015 Michigan Energy Code and sections 4, 6, 7 and/or 11 of ASHRAE 90.1-2013. The documentation shall be in a manageable format easy to understand and determine if the requirements of the 2015 Michigan Energy Code and ASHRAE 90.1-2013 have been complied with.

Permit Information

The information required to be submitted to this office for a permit is required by law under 1972 PA 230, the Stille-DeRossett-Hale Single State Construction Code Act (MCLA 125.1523).

Building permit applications, under most circumstances must be made in person Monday through Friday (except legal holidays) at the Department of Construction Codes office in the Eaton County Courthouse at 1045 Independence Boulevard, Charlotte, Michigan 48813 between the hours of 8:00 A.M. & 5:00 P.M. Applications for electrical, mechanical and plumbing permits may be submitted by mail or dropped off Monday through Friday (except legal holidays) at our office in the Eaton County Court House at 1045 Independence Boulevard, Charlotte, Michigan 48813 between the hours of 8:00 A.M. & 5:00 P.M.

Building Permit Requirements

1. A properly and completely filled out application, provided by this department. **EVERYONE** making application for a building permit for new residential housing units must complete a Michigan Energy Code/New Home Affidavit form provided by this Department.
2. If a project area **IS NOT** within the corporate boundaries of a City, Village, or Windsor Township a zoning referral must be obtained from the Eaton County Community Development Department indicating that the construction project complies with all applicable Eaton County zoning

requirements. The Community Development Department is located in the same office as the Construction Code Department, 1045 Independence Boulevard, Charlotte, Michigan 48813. There is a charge for the zoning referral and it is only good for 6 months from the date it was issued. If the project area IS within the corporate boundaries of a City, Village or Windsor Township, a zoning referral from that local unit of government is required.

3. If public water and sewer is not available all new buildings, buildings that are adding bedrooms, or other additions (including porches), accessory buildings over 200 square feet in floor area (pole barns, garages, sheds, etc.), swimming pools (above and below ground) or other structures that occupy additional land area must have a review of the existing sanitary facilities, and/or a permit for a septic system and/or well, issued within the last twelve months, from the Barry-Eaton District Health Department. Beginning June 1, 2004, if the building has a well and/or septic system, documented final approval of the well and septic system by the Barry-Eaton District Health Department will be required. For all new buildings, and all other building with a use or occupancy change, with sanitary facilities and/or water that is located in an area that has a public water supply and/or sanitary sewers, a letter of commitment from the municipality or private provider, is required.
4. If a change in use is planned or a new driveway is being installed, a driveway permit is required from the city, village, County or State authority having jurisdiction over the road right-of-way where the driveway is, or will be located. This permit must have been issued within the last 12 months. If the construction is on an approved PRIVATE ROAD compliance with Article 14.28 of the Eaton County Land Development Code is required. Questions may be directed to the Eaton County Community Development staff, located in the offices of the Construction Code Department.
5. If the soil will be disturbed within 500 feet of a lake, pond, a natural stream, river, open county drain or a wetland, the Eaton County Drain Commissioner must approve a site management plan that addresses both the quantity and quality of runoff generated by the project. The Eaton County Drain Commissioner (the enforcement agent) located in the Eaton County Court House, 1045 Independence Boulevard, Charlotte, Michigan 48813, requires a separate site plan that shows the type of soil, the location of hills, ditches, ponds, creeks, rivers, etc. It must also show the location of any water lines, sewer lines, drain fields, septic tanks, and wells.
6. A Site plan, drawn to scale. This site plan may also be required by the Community Development Department, Road Commission, Health Department and Drain Office. The plan must show the property lines (with dimensions), the location and dimensions of all building/s (existing and proposed), their distance from each other and from the property lines. The plan must show the driveway/s entrance location/s, parking lot/s, private and public easements, on site storm retention and/or approved drainage, proposed final grade elevations and, if appropriate, flood hazard areas, floodways, and design flood elevations. The plan shall also give the distance from one of the property corners to the nearest section or quarter section line. The plan must also specify the scale of the drawing (any acceptable engineering scale) and the top of the drawing shall always be North.
7. Two complete sets of the building plans, one of which should be on electronic media. Drawings are required to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan unless, otherwise exempted by the Building Official. The plans shall give proper dimensions and be drawn to SCALE (preferably 1/8" or 1/4" per foot). The plans shall include a floor plan of each floor giving room sizes and uses, rear, all sides and front elevations, and at least 1 foundation-wall-roof cross section. The use group and occupancy of all areas, type of construction, wind speed wind exposure, snow load requirements and seismic design category and site class information. Please see Section 1603 of the Michigan Building Code and the plan review requirements in this booklet for more details. If plans are required, two complete sets of legible building plans shall be provided to this office, one of which should be on electronic media. If the

drawings are on paper larger than 11 inches X 17 inches a \$3.00 per sheet archive fee will be charged unless an electronic copy is also submitted.

8. Anyone making application for a building permit that may require **SPECIAL INSPECTIONS** under Section 1704 of the Michigan Construction Code must also submit the following:
 - a. A list of all materials and/or duties that may require special inspections.
 - b. A summary of all inspections to be performed.
 - c. The names of all agencies and individuals that will be performing the special inspections. You must also supply a resume describing the agencies and special inspector's credentials.
9. A copy of the legal description of the parcel and an approved property code number for the construction site is required for all permits. If the property was split after March 31, 1997, a recorded deed or land contract and a recorded boundary line survey is also required. However, if the Equalization Department has already approved the parcel, and made this information available through the Eaton County's computer system we will accept the computer print-out and a copy of the survey. A survey is not required for Windsor Township, but a complete property code number must be furnished to this office.
10. If the applicant is not the deed holder of the property on which the construction will take place, a letter from the deed holder giving consent to start construction will be required.
11. If the general contractor is making application for the permit, or if the property owner makes application and designates a general contractor, a copy of a signed contract between the owner and a licensed contractor.

Electrical Permit Requirements

1. A properly and completely filled out application, provided by this department. Under state law, the only person that shall make application for an electrical permit is the person that is actually going to do the work and is a licensed electrical contractor registered with Eaton County and hired by the property owner or the general contractor to perform work on a specific project.
12. Two complete sets of electrical drawings one of which should be on electronic media. Drawings are required to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan unless, otherwise exempted by the Electrical Official. Please see the plan review requirements in this booklet for more details. If plans are required and the drawings are on paper larger than 11 inches X 17 inches a \$3.00 per sheet archive fee will be charged unless an electronic copy is also submitted.

Mechanical Permit Requirements

1. A properly and completely filled out application, provided by this department. Under state law, the only person that shall make application for a mechanical permit is the person that is actually going to do the work and is a licensed mechanical contractor registered with Eaton County and hired by the property owner or the general contractor to perform work on a specific project.
13. Two complete sets of mechanical drawings one of which should be on electronic media. Drawings are required to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan unless, otherwise exempted by the Mechanical Official. Please see the plan review requirements in this booklet for more details. If plans are required and the drawings are on paper larger than 11 inches X 17 inches a \$3.00 per sheet archive fee will be charged unless an electronic copy is also submitted.

Plumbing Permit Requirements

1. A properly and completely filled out application, provided by this department. Under state law, the only person that shall make application for a plumbing permit is the person that is actually going to do the work and is a licensed master plumber/contractor registered with Eaton County and hired by the property owner or the general contractor to perform work on a specific project.
14. Two complete sets of plumbing drawings one of which should be on electronic media. Drawings are required to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan unless, otherwise exempted by the Plumbing Official. Please see the plan review requirements in this booklet for more details. If plans are required and the drawings are on paper larger than 11 inches X 17 inches a \$3.00 per sheet archive fee will be charged unless an electronic copy is also submitted.

Assignment of Addresses

All addresses in the Eaton County Area are issued by Eaton County Central Dispatch.

In order to receive an address for new construction, the driveway approach, and the culvert (if required), must be properly installed and inspected by the appropriate authority. Make sure the driveway is staked and properly marked. The driveway location will be verified by Central Dispatch personal before an address will be assigned.

To contact Central Dispatch about a specific address or other information about addresses you may contact them at: (517) 543-1447 or (517) 543-1836.

Site Inspections And Building Permits

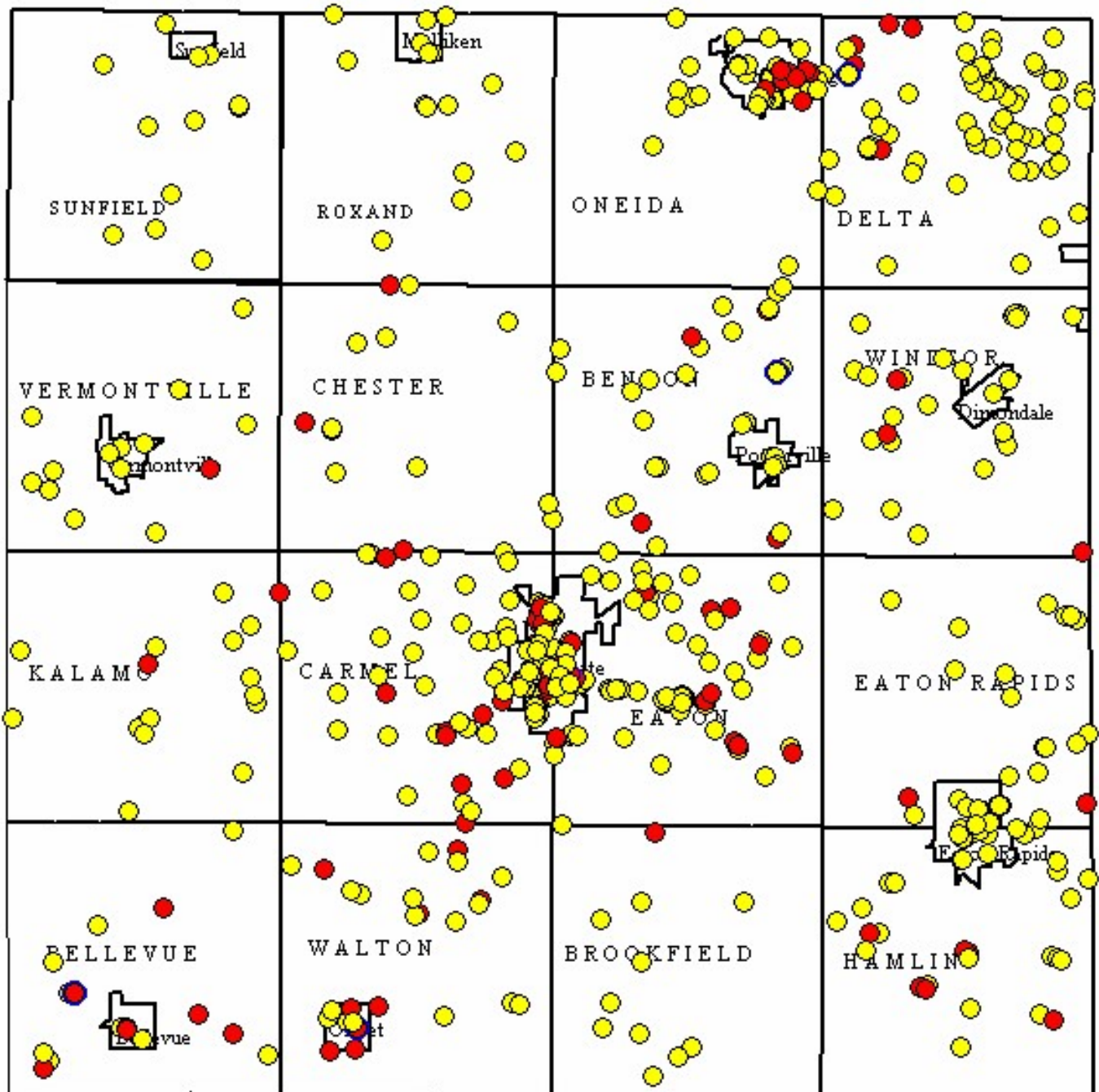
1. **ALL** construction sites must have a permit board placed near the main entrance to the property, near the end of the driveway at the road-right-of-way with the permit number written on the road side for identification. The permit board should be at least two feet by two feet square and the bottom of the sign should be at least three feet above the ground.
2. Identify the location of the proposed building(s) and/or addition(s) on the property by inserting stakes in the ground at the building corners. The construction stakes must be at least two feet above the ground and marked with survey tape, paint or other suitable material, and be labeled for identification. A lot boundary location shall be established by a licensed surveyor for all new lots established after April 23, 1996. The stakes used to establish the lot boundaries shall be identified by stakes at least three feet above the ground and marked with survey tape, paint or other suitable material, and be labeled for identification.
3. The stakes must be visible from the main road or access area! If the inspector cannot find the stakes or identify them the permit may not be issued. You should not start construction before the permit is issued. When completing the site inspection the inspector discovers that the information submitted for the building permit was inaccurate or if it is determined that the construction is within 500 feet of a lake, pond, a natural stream, river, open county drain or wetland, or if the construction is within 25 feet of any primary electric utility wires, the permit may not be issued and construction may be delayed until these problems have been resolved. If the permit is not issued, you may be charged a re-inspection fee.

Radon Protection

This section was included in this booklet for informational purposes only. Even though you may see areas with no results or results lower than 4.0 pCi/L, we recommend that all properties be tested for Radon.

Radon is a naturally occurring gas that is invisible, odorless, and tasteless. It is the number 1 cause of lung cancer for non-smokers and the number 2 cause of lung cancer for smokers in the United States (between 15,000 and 22,000 cases each year). Radon has also been linked to chronic myelogenous (CML) and chronic lymphocytic leukemia (CLL) leukemia's in at least one extensive study conducted in the State of Iowa.

Under Michigan law it is not required to test or install any radon protection in Eaton County unless it is in an area that has been proven to have high levels of radon but, it is highly recommended, especially if you are planning to build in an area that is known to have levels of Radon above 4 pico curies per Liter (4.0 pCi/L).



A building site cannot be tested for Radon, so if you are building new housing units, now is the time to consider installing a Radon Venting system. The benefits will greatly out-way the cost of installation.

The Eaton County map (above) shows areas where testing devices were placed by homeowners. The Barry-Eaton District Health Department was given a copy of the test results and compiled this map. The test results are from October 1, 1978 through July 6, 2006. Because of a lack of substantial testing the map is not as accurate or as complete as needed to provide a comprehensive evaluation of all populated areas of the County.

The light colored dots indicate tests that resulted in levels less than 4.0 pCi/L.

The dark colored dots indicate tests that resulted in levels at or higher than 4.0 pCi/L.

The data used to create this map is not statistically valid. The map was created for display purposes only and is simply an accumulation of test results received.

The United States Environmental Protection Agency recommends mitigation to anyone living in a building where Radon levels above 4.0 pCi/L exist.

Scheduling An Inspection

1. The Eaton County Construction Codes Department requests that all inspections to be scheduled by the **PERMIT HOLDER** or you may choose to designate one person to call for all inspections, this will help avoid missed or duplicated inspections. The request may be made in writing, by telephone or by fax. In the case of replacement equipment, the owner of the property or the tenant may request the inspection with the permission of the permit holder.
2. You will need to have the following information available when scheduling an inspection: The permit number, the name of the permit holder, the address of the construction site, the city, village or township and section number. Whether the inspection is for a building, electrical, mechanical or plumbing permit and the type of inspection you are requesting, such as a footing, frame, rough, final, etc. A telephone number where the contact person may be reached between the hours of 8:00 A.M. and 5:00 P.M. If you do not provide all of the required information, the inspection request may not be honored. These inspections will be placed on the appropriate inspector's daily schedule as they are received. Inspections may be scheduled by calling our office at (517) 543-3004 Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M. or you may also use our fax line at (517-543-9924).
3. Most inspections will be completed within three business days after the request is received. During abnormally busy times of the year the inspection time could be up to five business days.

4. Cancellation of an inspection must be made NO LATER THAN 9:00 A.M. on the date of the scheduled inspection or a re-inspection fee may be charged against the project.
5. Inspections will be placed on the appropriate inspector's daily schedule as they are received. Each inspector has a designated area of inspection and collectively the inspection staff covers the entire county each day.
6. If a building is occupied, the permit holder, owner, or a responsible person over the age of 18 must be present during the inspection. When scheduling an inspection with one of our permit specialists NO SPECIFIC TIME OF DAY WILL BE SCHEDULED OR PROMISED. You must wait for the inspector to complete and approve the inspection before you continue work. Any work that has not been inspected and has been covered or otherwise concealed will not be approved.
7. If public roads, access roads and/or driveways are not passable because of the weather or other conditions, it may be impossible for the inspector to safely park his vehicle. If the inspector feels that he cannot safely park his vehicle on the shoulder of the roadway or enter the driveway to park you may not get your scheduled inspection. If you know that a roadway or your driveway is impassable please let our office know at the time you schedule the inspection or sometime before 9:00 A.M. on the day the inspector is scheduled to make the inspection.
8. If weather conditions are severe, the Department Director may determine that the weather conditions are too severe for the inspectors to travel on the roads between inspections. At these times all possible attempts will be made to reach the permit holder by telephone to reschedule any inspections.


After an inspection is completed, the inspector will leave an INSPECTION NOTICE and/or a STICKER at the job site indicating the status of the inspection and whether or not any corrections are needed. If an inspection is conducted and the inspector determines that corrections will need to be made or additional work needs to be performed before the inspection can be approved, the permit holder will be responsible for making all corrections and/or completing any additional work and for scheduling a re-inspection. If an inspection cannot be completed and/or approved and a re-inspection needs to be completed, at the discretion of the inspector, a re-inspection fee may be charged to the permit holder. If a re-inspection fee is charged, the re-inspection fee must be paid before or at the time of the final inspection. Any violation of a building, electrical, mechanical or plumbing code that is not corrected as specified on an inspection notice or by other written correspondence, could result in the issuance of a civil infraction ticket. Re-inspection requests will be scheduled like any other inspection request.


Required Inspections

An approved inspection must be obtained from this department by the PERMIT HOLDER for one or more of the inspections listed below. It is suggested that all permit holders review the MIOSHA regulations so that the construction site can be maintained to required safety standards. Because of MIOSHA requirements, *INSPECTIONS WILL NOT BE PERFORMED* where the following conditions are found to exist:


1. A crawl space that is not adequately ventilated by natural or mechanical means. The inspector must be informed, by the permit holder, of ANY potential hazards and of any LP or Natural Gas piping within the crawl space. If the inspector feels that an O₂ test should be performed, he shall require the test to be performed immediately prior to entry. This test shall be conducted by the permit holder or his contractor to verify safe O₂ levels. Other known potential hazards shall also be mitigated prior to entry, such as, turning off all electricity and gas services if required by the inspector (MIOSHA Standard, Part 9).
2. Areas between the basement wall and the excavation that is over forty-eight inches in depth without a ladder or ramp being provided every 25 feet all the way around the foundation (MIOSHA Standard, Part 9).
3. A building without adequate temporary guards provided for raised areas over 6 (six) feet in height and stairs without temporary handrails or guards (MIOSHA Standards, Parts 21 and 25). Unbraced masonry walls within the defined collapse area (MIOSHA Standard, Part 2).
4. Buildings with openings in the floor that are large enough to step or fall through that are not protected and properly marked (MIOSHA Standard, Part 45).


BUILDING:


 **SITE - For All Building Permits:** A site inspection will be made when the new building or addition is staked and the permit board has been installed. The permit will not be issued until this inspection is completed. A re-inspection fee may be charged if the construction site cannot be located or the building site has not been properly staked and a re-inspection must be made.

 **FOOTING - For Concrete & Poly-Steel:** This inspection must be obtained prior to pouring any concrete. All required forms and reinforcing rod must be in place (this includes all footings for porches, garages, etc.). All surface water must be removed from the construction area. More than one inspection may be required if you are placing concrete in more than one pour. An additional inspection fee, or a re-inspection fee, may be charged if the work has not been completed to a point where an approval can be granted on any or all of the footings and must have an additional inspection or be re-inspected.

 **FOOTING - For Pre-Manufactured Walls:** This is for pre-cast concrete


 **FOOTING - For Utility Buildings:** This inspection is required after the holes for a pole type building have been drilled to the proper depth and diameter, or after the trenches and forms have been completed for a monolithic slab (slab on grade), or after trenches have been prepared for trench footings. A re-inspection fee may be charged if the work has not been completed or is not to a point where an approval can be granted and must be re-inspected.


 **FOUNDATION - For Wood Foundations:** This inspection must be obtained after all aggregate has been placed, the wood foundation walls have been erected and secured, all plywood joints have been caulked, all inside corners have been properly bolted together, but before any vinyl covering has been installed. The basement floor must not be poured but the first floor deck may be completed and properly attached to the foundation walls. The sump crock should be in place (a sump crock is required even if the building has a gravity foundation drain and must be located at least two feet away from the foundation walls). More than one inspection may be required if you are constructing the foundation in sections (basement, garage, porches, etc.). An additional inspection fee or a re-inspection fee may be charged if a complete inspection cannot be performed because the required work is being completed in stages or has not been completed to a point where an approval can be granted.


 **BACKFILL - For Concrete & Poly-Steel:** This inspection must be obtained after the required parging has been applied to concrete block walls or Poly-Steel (foam blocks) walls. The water proofing has been installed on all foundation walls below grade (if the area is used for living space), or damp proofed (if the below grade space is not used for living space). The foundation drain tile has been properly installed (the top of the tile must be below the top of the footing). The drain tile stone has been put in place (two inches below, eight inches on the side and six inches above the tile). Sock tile may be used in sandy soils if approved by the inspector prior to placement. The filter membrane must also be installed over the drain tile stone. A re-inspection fee may be charged if the basement has not been properly damp proofed or water proofed and/or the footing tile


has not been placed or has been improperly placed, and/or the basement has already been backfilled and must be re-excavated for inspection.


 **BACKFILL - For Pre-Manufactured Walls:** This inspection is for pre-cast concrete foundation walls

 **BACKFILL - For Wood Foundations):** This inspection must be obtained after the vinyl envelope has been installed, the grade board has been installed at the correct elevation and the backfill stone has been installed. Earth must not be placed until this inspection is completed. More than one inspection may be required if you are backfilling the foundation in stages. An additional inspection fee or a re-inspection fee may be charged if a complete inspection cannot be performed because the required work is being completed in stages or has not been completed to a point where an approval can be granted.


 **FRAME - Except For Utility Buildings:** This inspection must be obtained when all framing of the structure has been completed and after all doors and windows have been installed but before the insulation and lath or wallboard has been installed. All Electrical, Mechanical, and Plumbing rough inspections must have been completed and all approval stickers must be in place. A re-inspection fee may be charged if a complete inspection cannot be performed because the required sub-contractors inspections have not been completed and approved (Electrical, Mechanical and/or Plumbing) *UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE BUILDING INSPECTOR*, or no access can be made to the building and a re-inspection must be made.


 **INSULATION INSPECTIONS:** This inspection must be obtained when all framing of the structure has been completed, approved and before the framing is covered on any project where insulation is installed or required to be installed by code. Insulation values must meet the requirements in the 2015 Michigan Residential Code and the 2015 Michigan Energy Code.

 **SPECIAL INSPECTIONS:** During the construction project the designated inspector performing all special inspections (Duct leakage and/or blower door test, structural or soil testing etc.) must provide our office with all required reports and test records. These reports shall contain, if any, all discrepancies, omissions and errors and list all subsequent corrective measures and follow-up inspections. The special inspector shall provide this office with a final report prior to the issuance of any certificates of occupancy and before the building is occupied.


 **FINAL BUILDING - Except Utility Buildings:** This inspection must be obtained when the building is ready for occupancy. The address must be properly posted in compliance with the Eaton County Address Ordinance. Decks, porches and all attachments to the


building must also be completed. All Electrical, Mechanical and Plumbing final inspections must have been completed, approved and all approval stickers must be in place. A re-inspection fee may be charged if the sub-contractors inspections (Electrical, Mechanical, Plumbing) have not been completed and approved or if no access can be made to the building and a re-inspection must be made.

 **FINAL BUILDING - Utility Buildings:** This inspection is required when the building has been completed. After the footing inspection has been approved, this is the only other inspection that is required unless it is finished on the inside and/or has electric, gas, water or sanitary utilities.

 **OCCUPANCY CERTIFICATE:** The Occupancy Certificate is required before you permanently occupy a building (except utility buildings). Beginning June 1, 2004, if the building has a well and/or septic system, documented approval of the well and septic system by the Barry-Eaton Health Department will be required. All work that is required to be inspected by the Eaton County Construction Code Department must be inspected at the proper times and an approval for each inspection must be issued or this department will not and cannot issue an Occupancy Certificate.

ELECTRICAL:

 **TEMPORARY ELECTRICAL SERVICE:** This inspection must be obtained when the electrical service equipment, service panel, meter base, service drop, sub-panels, grounding means, or other electrical equipment required for a complete service connection has been installed and ready to be inspected (before it is energized). *If the roof is not on the building, some temporary means of waterproofing indoor equipment must be provided.* The location for the temporary service must be posted. The permit number or street address must be visible from the main road or access area of the construction site. If the service is approved, the proper utility company will be notified that the service has been inspected and is ready to be energized. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed, if the installation to be inspected is not accessible or the work has been covered up and must be re-exposed for inspection.

 **PERMANENT ELECTRICAL SERVICE - For Site Built Building:** This inspection must be obtained when the electrical service equipment, service panel, meter base, service drop, sub-panels, grounding means, or other electrical equipment required for a complete service connection has been installed and is ready to be inspected (before it is energized). *If the roof is not on the building, some temporary means of waterproofing indoor equipment must be provided.* If the service is approved, the proper utility company will be notified that the service has been inspected and is ready to be energized. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed, if the installation to be inspected is not accessible or the work has been covered up and must be re-exposed for inspection.

✦ **UNDERGROUND ELECTRICAL:** This inspection must be obtained after all electrical equipment, wiring, conduits, or other work related to the installation of electrical equipment that is intended to be buried has been installed but before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed, if the installation to be inspected is not accessible or the work has been covered up and must be re-excavated for inspection.

✦ **ROUGH ELECTRICAL:** This inspection must be obtained after all electrical equipment, wiring, boxes, conduits, fixtures, or other work related to the installation of electrical equipment that is intended to be concealed within the walls, ceilings, floors or other areas of the building has been installed and before the Building Inspector conducts the framing inspection and before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed, if the installation to be inspected is not accessible or the work has been covered up and must be re-exposed for inspection.

✦ **FINAL ELECTRICAL:** This inspection must be obtained after all electrical equipment, wiring, boxes, switches, receptacles, conduits, fixtures, or other work related to the installation of electrical equipment has been installed and before the Building Inspector conducts the final building inspection. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-exposed for inspection.

MECHANICAL:

⌘ **UNDERGROUND MECHANICAL:** This inspection must be obtained after all Mechanical piping, duct work or equipment of any kind that has been installed underground and has been capped to protect the inside of the equipment, pipes and duct work but before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-excavated for inspection.

⌘ **LP TANK TO BUILDING INSTALLATION:** This inspection must be called for by the LP tank company and is required after the LP tank has been permanently placed on the property, the second stage regulator has been connected to the buildings gas pipe stub on the outside of the building and the gas piping has been installed between the LP tank and the second stage regulator. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed, the tank, piping

or regulator has been improperly located, or any of the installation or equipment to be inspected is not accessible.

- ⌘ **ROUGH MECHANICAL:** This inspection must be obtained after all mechanical equipment, duct work, piping, vents, chimneys, fireplaces, draft-stopping, fire-stopping or other work related to the installation of mechanical equipment that is intended to be concealed within the walls, ceilings, floors or other areas of the building has been installed but before the Building Inspector conducts the frame inspection and before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-exposed for inspection.

- ⌘ **FINAL MECHANICAL:** This inspection must be obtained after all mechanical equipment, duct work, piping, vents, chimneys, fireplaces, draft-stopping, fire-stopping or other work related to the installation of mechanical equipment has been installed but before the Building Inspector conducts the final building inspection. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-exposed for inspection.

PLUMBING:

- ✘ **UNDERGROUND PLUMBING OUTSIDE - Water Service:** This inspection must be obtained after all service connections have been made to the public water supply, the water supply lines have been installed from the curb box to the inside of the building (this may include a meter pit), all pressure tests (by an approved method) have been made but before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-excavated for inspection.

- ✘ **UNDERGROUND PLUMBING OUTSIDE - Sewer Connection:** This inspection must be obtained after the building sewer and clean outs have been installed, the connection has been made to the public sewer lead, or private sewage disposal system, connected to existing sewer lines or stubbed at or near the foundation and after it has been pressure tested by an approved method and capped for protection but before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-excavated for inspection.

- ✘ **UNDERGROUND PLUMBING INSIDE - Water & Sewer):** This inspection must be obtained after all water supply lines, all drain, waste, building drains and vent lines, conductors, floor drains, clean out, grease traps and other Plumbing equipment has been

installed in or underground and has been tested by an approved method and capped for protection but before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-excavated for inspection.

✘ **ROUGH PLUMBING:** This inspection must be obtained after all water supply lines, all building drains, waste, and vent lines, conductors, floor drains, clean out, grease traps and other Plumbing equipment has been installed, draft-stopping, fire-stopping or other work related to the installation of the plumbing system that is intended to be concealed within the walls, ceilings, floors or other areas of the building has been installed and tested by an approved method, but before the Building Inspector conducts the frame inspection and before it is covered up. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-exposed for inspection.

✘ **FINAL PLUMBING:** This inspection must be obtained after all water supply lines have been connected to the fixtures and appliances, all fixtures have been installed and connected, tub and shower valves need to have had the limiting stops adjusted (120" maximum), the water heater has been installed and put into operation, the temperature properly set (140" maximum) and all connections have been checked for leaks, but before the Building Inspector conducts the final building inspection. All Inspection panels must be left removed for this inspection. A re-inspection fee may be charged if a complete inspection cannot be performed because the required work has not been completed or the work has been covered up and must be re-exposed for inspection.

✘ **SPECIAL NOTE:** The Michigan Plumbing Code (section 608.7) states that stop and waste valves are prohibited below ground. There are only a few types of yard hydrants that have been approved by the State of Michigan. If you install a yard hydrant that has not been approved, the hydrant will be required to be removed or an appropriate cross connection device will be required to be installed prior to approval of the plumbing system.

MISCELLANEOUS:

☞ **RE-INSPECTIONS:** If any of the above required inspections failed, a re-inspection may be required to be performed before additional work is started and a re-inspection fee may be charged. If a re-inspection fee is charged, it is required to be paid before or at the time of the final inspection. Any violation of a building, electrical, mechanical or plumbing code that is not corrected as specified on an inspection notice or by written correspondence could result in the issuance of a civil infraction ticket. Multiple tickets could be issued before the completion of the project.

PLEASE REMEMBER!

It is your responsibility as the permit holder to schedule your inspections and make sure that they have been approved as you schedule the work, and obtain a final inspection after the project has been completed.

Please make sure that you call for a final inspection when your project has been completed and before the building is occupied. Your permit is only good for six months before an inspection is required, and additional inspections must be conducted at least every six months or your permit could be canceled. If the permit for this project involves a licensed builder, electrical contractor, mechanical contractor, maintenance and alterations contractor, or a mobile home dealer/installer/repairer, and all required inspections were not conducted or approved, a formal complaint may be filed with the state of Michigan.