

MECOSTA TOWNSHIP BUILDING DEPARTMENT
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PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- ___ 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- ___ 2. The permit must be posted and visible from the road.
- ___ 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name. (Hand painted numbers or signs are fine)

Inspections

There are a number of inspections required in each of the four codes (Building, Electrical, Mechanical and Plumbing) - you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required inspections are:

Building:

- ___ Footing - Call when forms are set and before any concrete is poured - this is done prior to concrete being poured, because it is cheaper to move forms than concrete. If you do not have an approval of the forms, you pour at your own risk.
- ___ Foundation - Call prior to back fill and framing.
- ___ Rough-in - Call when framing is completed, before dry wall and after Electrical, Mechanical and Plumbing Rough-in inspections.
- ___ Final - Call when project is complete and ready for occupancy and after Electrical, Mechanical and Plumbing Final inspections.

Electrical

- ___ Temporary Service - Call when temporary service is complete and ready for hook-up.
- ___ Permanent Service - Call when permanent service is complete and ready for hook-up.
- ___ Rough-in - Call before insulating or dry wall, when wiring to be hidden is complete.
- ___ Final - Call when all fixtures are set, plates are on and the building is ready to be occupied.

Mechanical

- ___ Underground - Call if anything is to be covered by dirt or concrete.
- ___ Rough-in - Call before dry wall - for anything in the walls (including ducts and chimneys)
- ___ Final - Call when furnace and/or air conditioning is completed and operating and you are ready to occupy

Plumbing

- ____ Underground - Call when pipe are all run in ground, before backfill or pour concrete.
- ____ Rough-in - Call when pipes are all run in the walls, before drywall, also drainage lines in ceiling of basement.
- ____ Final - Call when fixtures are all set and operating and you are ready to occupy.

Please, remember each job is different and goes at a different pace. We do not know when you are ready for any inspections unless you call us to let us know. Please make sure that you are actually ready for inspections, because extra trips by the inspector will cost you an additional fee. Final approved inspections are necessary before a certificate of occupancy can be issued.

Thank you and good luck with your project!