



REQUEST FOR PRIVATE DEVELOPMENT INSPECTION



45175 West Ten Mile Road
Novi, Michigan 48375
Community Development Department
Phone: (248) 347-0415 Fax (248) 735-5600
www.cityofnovi.org

This request **MUST** be filled out and returned to Sarah Marchioni, Building Permit Coordinator, in order to schedule any inspection. Requests may be sent via fax or emailed to smarchioni@cityofnovi.org. If you are requesting a landscape, woodland, or street tree inspection please include the completed Landscape and Tree Inspection Checklist or the request will not be processed. The inspection time period is from March 15th to November 15th. If an inspection is requested between November 16th and March 31st, a financial guarantee is to be provided.

Requestor Name _____ Project Name _____

Contact Phone Number _____ Phase (If Applicable) _____

Firm Name _____ Firm Address _____

City/State/Zip _____ Fax Number _____

E-mail Address _____ Site Plan Number _____

Reason For Inspection:

- Temporary Certificate of Occupancy / Ready for Use Certificate of Occupancy Letter of Credit Expiration

Inspection Type: (Check all that require inspection) Please check this box if you would like to be present at the inspection and the Inspector will contact you directly

	% Complete		% Complete
<input type="checkbox"/> Site Work	_____	<input type="checkbox"/> Street Trees	_____
<input type="checkbox"/> Landscape	_____	<input type="checkbox"/> Wetlands	_____
<input type="checkbox"/> Soil Erosion	_____	<input type="checkbox"/> Storm Water Detention <small>*Basin must be fully operational for this inspection to be requested.</small>	_____
<input type="checkbox"/> Woodland	_____	<input type="checkbox"/> Storm Water Facilities <small>*Detention must be approved and operational for 1 year prior to requesting this inspection.</small>	_____
<input type="checkbox"/> Fence Removal	_____	<input type="checkbox"/> Other <small>(Please describe in Comments section)</small>	_____
<input type="checkbox"/> Traffic control sign	_____		
<input type="checkbox"/> Right of way	_____		

Comments:

For Office Use Only:

Date Received by Building Department		Inspection Fees:	Remaining Balance	Inspection Request #	Permits Plus #
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____	_____
Assigned to	Date Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____	_____

Contact information for inspectors:

- Site Work, Right of way and Storm water
 - Spalding – Ted Meadows – 248-762-5116 or tmeadows@sda-eng.com
 - Stantec – Dean Trella – 734-383-0108 or dean.trella@stantec.com
 - City of Novi – Aaron Staup (ROW only) – astaup@cityofnovi.org or 248-347-3270

- Landscape, Woodland, Fence Removal and Street Trees
 - David Beschke – 248-735-5621 or dbeschke@cityofnovi.org
 - ECT – Rich Miller – 734-476-3343 or rmillerinc@sbcglobal.net
 - ECT – Pete Hill – 734-769-3004 or phill@ectinc.com

- Soil Erosion
 - Spalding – Kim Danowski – 248-844-5400 or kdanowski@sda-eng.com
 - Stantec - Dean Trella – 734-383-0108 or dean.trella@stantec.com

- Traffic Control Signs
 - Brian Coburn – 248-735-5632 or bcoburn@cityofnovi.org
 - Birchler Arroyo – Bill Stimpson – 248-423-1776 or wstimpson@birchlerarroyo.com

- Wetlands
 - ECT – Pete Hill – 734-769-3004 or phill@ectinc.com