

## REQUEST AN INSPECTION ONLINE

To request an inspection, go to [cityofnovi.org](http://cityofnovi.org) and click 'Request An Inspection.' You will need your permit number to request an inspection.



**STEP 1:** Enter your permit number, including any spaces or dashes.



**Request an Inspection**  
Submit an inspection request for a permit online.


<a href="#">Select a Permit</a>	<a href="#">Select Inspection Type and Date</a>	<a href="#">Contact Information</a>	<a href="#">Add Attachments</a>
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**Step 1: Select a Permit**

Search for a permit by Permit Number, including any dashes or spaces.

☆ Permit Number:  ex. PB12-00051

**STEP 2:** Select an inspection type and then choose from the available days in the calendar.



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**Step 2: Select Inspection Type and Date**

**Inspection Details**

☆ Inspection Type:

Select the type of inspection you wish to request.


**Inspection Date**

Using the calendar below, select a valid date for your inspection request.

July 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

☆ Requested Date: 07/05/2012

**STEP 3:** Enter contact information.



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**Step 3: Contact Information**

Enter your contact information to be included with the request.

Required fields are marked with ☆

☆ Name:

☆ Phone:


☆ Email:

☆ Confirm Email:

Notes:



**STEP 4:** Attach any documents or pictures you would like to include with your request.



**Request an Inspection**  
Submit an inspection request for a permit online.

<b>Select a Permit</b> Permit PB120001 835 TRENTON PL	<b>Select Inspection Type and Date</b> Final: 7/5/2012	<b>Contact Information</b> (517) 641-8900 jsmith@abc.com	<b>Add Attachments</b>
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**Step 4: Add Attachments**

If you have any files or attachments that will be required for the approval of your inspection Request click the button below to browse your computer and attach them. Please note: If you fail to submit required documents, your request may be delayed or denied.

**Inspection Scheduled**

Your inspection has been scheduled. You will be contacted at the following email address(es) when any action is taken on the inspection: [jsmith@abc.com](mailto:jsmith@abc.com)

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**Inspection Details**  
Below is a summary of your scheduled inspection.

Record #: PB090003  
Record Type: Building  
Address: 1112 ALEXANDRIA DR  
Inspection Type: Alarm Test Final  
Inspection Date: 7/5/2012

If you would like to arrange for a more specific time frame for the inspection please contact the appropriate inspector the day of the inspection between the hours of 8 – 9:00 a.m. We will do our best to accommodate your request.

The inspectors may be reached at:  
Electrical Inspector – 248.347.0429  
Heating/Refrigeration/Plumbing Inspector – 248.347.0426

If you cannot reach the Inspector on their direct line or to speak to a Building Inspector please contact the main line at 248.347.0415

## COMMUNITY DEVELOPMENT

Building  
248.347.0415

Planning  
248.347.0475

Ordinance Enforcement  
248.735.5678

ENGINEERING  
248.347.0454

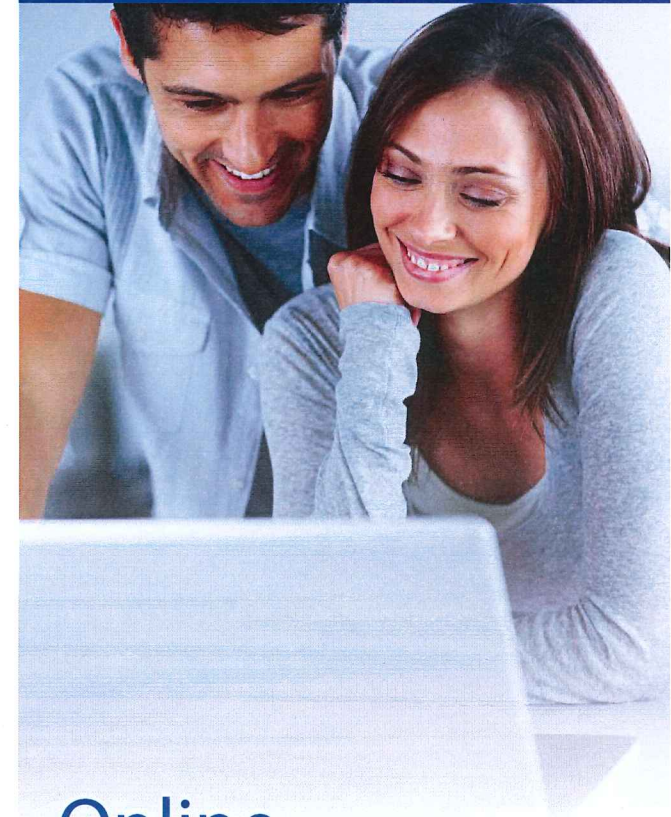
Developed by



FOR MORE INFORMATION CONTACT:  
Andy Gerecke  
Building Official  
248.347.0417  
agerecke@cityofnovi.org

City of Novi • 45175 W.Ten Mile Road  
Novi, Michigan 48375 • 248.347.0460  
cityofnovi.org

## COMMUNITY DEVELOPMENT



# Online Inspection Portal

## FOR HOMEOWNERS

Effective August 6, 2012 log onto [cityofnovi.org](http://cityofnovi.org) to schedule an inspection

If you are trying to schedule an inspection for the following business day, it must be scheduled by 3:30 p.m.

