



REQUEST FOR PRIVATE DEVELOPMENT INSPECTION

45175 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 Project Coordinator, in order to schedule any inspection. Requests may be sent via fax or emailed to smarchioni@cityofnovi.org. If sending request by email please label subject line with "Inspection Request – Project Name" for prompter scheduling. The inspection time period is from April 15th to November 15th (weather permitting). If an inspection is requested between November 16th and April 14th, a financial guarantee is to be provided.

Requestor Name _____ Project Name _____

Cell 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	_____
<input type="checkbox"/> Woodland	_____	<small>*Basin must be fully operational for this inspection to be requested.</small>	
<input type="checkbox"/> Fence Removal	_____	<input type="checkbox"/> Traffic control sign	_____
<input type="checkbox"/> Right of way	_____	<small>(All signs & striping must be installed)</small>	
		<input type="checkbox"/> Other	
		<small>(Please describe in Comments section)</small>	

Comments:

Date Received by Building Department		Inspection Fees:	Remaining Balance	Building.Net #
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
 - City of Novi – Kate Richardson – 248-347-0586 or krichardson@cityofnovi.org
 - City of Novi – Victor Boron – 248-735-5695 or vboron@cityofnovi.org

- Landscape, Woodland, Woodland Fence Removal and Street Trees
 - Rick Meader – 248-735-5621 or rmeader@cityofnovi.org
 - ECT – Pete Hill – 734-417-0343 or phill@ectinc.com

- Soil Erosion
 - Spalding – Kim Danowski – 248-762-7957 or kdanowski@sda-eng.com

- Traffic Control Signs
 - AECOM – Dominic Conti – 248-396-1631 or dominic.conti@aecom.com
 - City of Novi – Kate Richardson – 248-347-0586 or krichardson@cityofnovi.org
 - City of Novi – Victor Boron – 248-735-5695 or vboron@cityofnovi.org

- Wetlands
 - ECT – Pete Hill – 734-417-0343 or phill@ectinc.com

If you have questions regarding your financial guarantees please contact Angie Sosnowski at 248-347-0441 or asosnowski@cityofnovi.org