



REQUEST FOR PRIVATE DEVELOPMENT INSPECTION

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

This request **MUST** be filled out completely and returned to Sarah Marchioni, Building Project Coordinator, in order to schedule any site inspections. Requests may be emailed to smarchioni@cityofnovi.org, 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. To ensure that an inspection can occur it is recommended that the inspection is requested 4-6 weeks prior to the November 15th cutoff date.

Project Name _____ Site Plan Number _____

Phase (If Applicable) _____ Requestor Name _____

Firm Name _____ Cell phone number _____

Firm Address _____ City / State / Zip _____

E-mail Address _____

Reason For Inspection:

- Temporary Certificate of Occupancy / Ready for Use Certificate of Occupancy / Completion Agreement 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	_____	*Basin must be fully operational for this inspection to be requested.	
<input type="checkbox"/> Woodland Fence Removal	_____	<input type="checkbox"/> Traffic Control Sign	_____
<input type="checkbox"/> Right-of-Way	_____	(All signs & striping must be installed)	
		<input type="checkbox"/> Other	_____
		(Please describe in Comments section)	

Comments:

For Office Use Only:

Inspection Request # _____

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	\$ _____	_____

If you would like to request a specific date or time for the inspection, then please contact the Inspector directly, after the inspection request is processed

Contact information for inspectors:

- Site Work, Right-of-Way, and Storm Water
 - Spalding DeDecker – Ted Meadows – 248-762-5116 or tmeadows@sda-eng.com
 - Spalding DeDecker - Heather Gendron – 248-762-0445 or hgendron@sda-eng.com
 - City of Novi – Victor Boron – 248-735-5695 or vboron@cityofnovi.org
 - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org

- Landscape, Woodland, Woodland Fence Removal and Street Trees
 - City of Novi - Rick Meader – 248-735-5621 or rmeader@cityofnovi.org – Landscaping and Street Trees
 - The Mannik & Smith Group – Douglas Repen – 734-796-6247 or drepen@manniksmithgroup.com - Woodland and Woodland Fence Removal

- 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 – Victor Boron – 248-735-5695 or vboron@cityofnovi.org
 - City of Novi – Humna Anjum – 248-735-5632 or hanjum@cityofnovi.org

- Wetlands
 - The Mannik & Smith Group – Douglas Repen – 734-796-6247 or drepen@manniksmithgroup.com

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