



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians
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PLANNING DEPARTMENT INSPECTION POLICY

Little Traverse Bay Bands of Odawa Indians has adopted by reference the Michigan Construction Codes (2015). These codes require a permit holder to notify the Building Department/Inspector when any portion of construction work is ready for inspection. It is the responsibility of the permit holder to schedule all required inspections. Indicated below are the stages of construction by trade when inspectors must be notified to perform the inspection indicated.

This is not an exhaustive comprehensive list as there are also “Special inspections” that are outlined within the codes for certain types of construction (examples include elevator, fire door, blower door etc.). Additionally, re- inspections may be required when code violations exist that must be re-inspected prior to an approval given. Using the types of inspections listed, those that pertain to your project must be called in at the stage of construction noted. Under normal circumstances, we will do our best to perform the requested inspection within 48 hours of the request being given to the inspector. It is recommended that you reach out to the inspector prior to project commencement to discuss inspection schedules.

Footing: Building: When excavation is completed, forms and reinforcing are in place, prior to pouring concrete.

Grounding: Electrical: Where applicable, when ½" or larger reinforcing bars in footings are in place and have been tied together, prior to pouring concrete.

Service: Electrical: When meter base and panel is set and service is grounded.

Underground: Mechanical: When underground duct work, radiant tubing, or process piping is installed prior to pouring concrete.

Underground: Plumbing: After all trenches or ditches are excavated and piping installed and before any back fill is put in place.

Pre-Pour: Building: After the foundation wall masonry or concrete forms are completed and reinforcing is installed prior to grouting cores or pouring concrete walls.

Foundation: Building: When foundation walls are complete, reinforcing and anchors installed, damp proofing or waterproofing and drainage system installed and prior to backfilling.

Framing: Building: When all wall, floor and roof framing and sheathing are completed. Exterior wall and or roof coverings may or may not be installed. Prior to the installation of any sub-trades, (electrical, mechanical or plumbing).

Brick Veneer: Building: When weather-resistive covering and flashing has been installed and brick is beginning to be installed.

Rough: All Trades: When all sub-trades, (electrical, mechanical and plumbing), have been roughed in and prior to the installation of insulation and interior finish materials.

Re-roof Rough: Building: When the existing roofing has been removed, and the underlayment is being installed prior to new roofing installation, or prior to installation of new roofing over existing roofing material.

Re-side Rough: Building: When existing siding is removed prior to installation of new siding, or prior to siding installation over existing siding

Insulation: Building: When the insulation has been installed. Prior to the interior finish materials being installed.

Temporary Occupancy: All Trades: When all life safety provisions have been completed and occupancy is needed prior to the completion of all work. All trades require approval for a temporary occupancy to be issued.

Final: All Trades: When all construction work has been completed. All permits require final approval. A certificate of occupancy cannot be issued until all trades are approved.

LTBB Planning Department does not charge a permit fee. Instead, the department charges the actual cost of the inspection plus an indirect charge directly to the project owner or department. Costs for reinspection will be invoiced directly to the permit holder. Failure to pay inspection fee invoices within 30 days of invoice date will result in a late fee of 25% and can result in notice to inspectors to cease inspection activities. The added fee will be added to each subsequent invoice until balance is paid in full.