



## MANDATORY INSPECTIONS FOR RESIDENTIAL CONSTRUCTION

Please note the following procedures that are currently in effect when beginning new residential construction within the City. **BEFORE CONSTRUCTION CAN BEGIN YOU'LL NEED TO APPLY, PAY & DISPLAY!**

- **APPLY** - Submit Application(s) for Building Permit; Zoning Approval; Demolition Permit (if any); Tree Removal Permit (if any); and Soil Erosion Permit (SESC is from Oakland County.) Check all requirements. At minimum, **you'll need to apply in person, provide ID, submit (2) sets of your construction documents (plans), and provide your Builder's or M & A License and Insurance info if applying as a contractor.**
- **PAY** - Be prepared to pay all required fees upon receipt for all applicable permits. (Fee schedule available at City Offices or online.)
- **DISPLAY** - Display applicable permits on building site before work begins. Post the property address at the job site; Install such soil erosion management controls as required by OC and post approval for same; Install fencing around trees as required by City Ordinance.

Once your work begins on-site, be prepared to stay in contact with the City of Orchard Lake as a number of inspections will be required throughout the process. Requests for inspections can be made by calling the Building Department at (248) 682-2400 between 8:00 am and 4:00 pm any week day. Every attempt will be made by the Building Inspector to inspect items on the day and time requested provided a request is received at least 24 hours in advance of the requested inspection. Remember, the **approved set of plans must be on-site for all inspections.**

**A CERTIFICATE OF OCCUPANCY WILL BE PROVIDED ONLY UPON APPROVAL OF EACH OF THE MANDATORY PROGRESS INSPECTIONS.**

**THE FOLLOWING ITEMS REQUIRE AN INSPECTION BY THE CITY OF ORCHARD LAKE VILLAGE:**

<b>INSPECTION FOR:</b>	<b>TYPE OF INSPECTION TO REQUEST</b>
<b>Fencing</b> around trees. (if required to protect trees)	Pre Site Inspection
<b>Demolition</b> of buildings and/or trees.	First - backfill Second – Final if no new construction is proposed
<b>Foundation.</b> This includes open rail & trench foundation required for walk-outs and requires all reinforcing steel be in place or on-site.	Rail or Open Footing
<b>Basement wall</b> inspection with reinforcement steel in place prior to pouring concrete.	Wall Re-Steel
<b>Drain tile,</b> pea stone and damp-proofing or water-proofing prior to backfill.	Backfill
<b>Brace basement walls</b> prior to backfill.	Brace Basement Wall
Underground plumbing including connecting perimeter drainage.	Underground Plumbing
<b>Under floor</b> sand/pea stone inspection including vapor retarder and reinforcing steel in place and installed on chairs.	Basement Sand
<b>Trench foundation</b> for garages and/or porches including reinforcement steel.	Trench Footing
<b>Open roof</b> inspection after the ice and water shield and felt are in place. (Note that shingle installation instructions must be on site.)	Open Roof
<b>Rough Mechanical</b>	Rough Mechanical
<b>Rough Plumbing</b>	Rough Plumbing
<b>Rough Electrical</b>	Rough Electrical
<b>Rough Frame/Building</b> Inspection (Truss drawings showing bracing must be on-site.)	Rough Building
<b>Masonry</b> inspection after base course flashing and water-resistive barrier is in place	Brick Flashing
<b>Window installation</b> and flashing Inspection. (Window installation instructions must be on site)	Window Flashing
<b>Insulation</b>	Insulation
<b>Final Mechanical</b>	Final Mechanical
<b>Final Plumbing</b>	Final Plumbing
<b>Final Electrical</b>	Final Electrical
<b>Final Building</b>	Final Building

**PLEASE CONTACT THE BUILDING DEPARTMENT AT 248-682-2400 WITH ANY QUESTIONS. WE ARE HAPPY TO ASSIST AND LOOK FORWARD TO WORKING WITH YOU DURING YOUR BUILDING PROJECT.**