

## **Building Inspection Sequence**

After obtaining a building permit from our office, the following inspections must take place before your Certificate of Occupancy (new builds) can be issued.

- (1) Spread/rail and column footing – formed, and inspected before pouring the concrete
- (2) Backfill – before the actual backfilling takes place
- (3) Trench footing (garage or walkout) – open trench before pouring concrete
- (4) Sewer tap (if applicable) – before the actual tap takes place
- (5) Rough framing – please be sure that all electrical, mechanical and plumbing rough approvals have been completed before you request a rough framing inspection.
- (6) Brick/Flashing – call in your inspection before you finish any and all brick work
- (7) Vapor barrier or Sand Compaction (interchangeable term) on basement, as well as garage prior to pouring concrete
- (8) Insulation – do not hang the drywall until an insulation inspection has taken place
- (9) Final – Prior to requesting the final building inspection, all final approvals for electrical, mechanical, and plumbing work must be completed. Additionally, approvals for the well or water system and the septic or sewer system must be submitted, along with the blower door test results.
- (10) Grade inspection. Once property has been graded according to the grade plan submitted, call for a grading inspection. A final grade as built will be required prior to issuance of any certificate of occupancy. **Please let our office know immediately of any grade changes.** Grading inspections may be postponed at the discretion of the Building Official due to inclement weather conditions, especially in the winter months.

**Copies of Certificate of Occupancy – available 2 business days after your final inspection (provided all required documents have been submitted prior).**

Building Inspections can be scheduled Monday-Friday, between the hours of 10 AM- 3 PM. Cut off to schedule a next day inspection is 4 PM the day before the requested inspection.

Please call the Building Inspection line directly for scheduling: 248-698-3300 ext. 2 or email [permits@whitelaketwp.com](mailto:permits@whitelaketwp.com). Inspectors are not responsible for calling in inspections on an applicant's behalf. Leave the address, type of inspection, along with any lock box and/or key codes for entry, as well as your contact information.