



THE FOLLOWING STEPS MUST BE TAKEN WHEN SCHEDULING AN INSPECTION

Clare County Community Development Department

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"Our goal is to provide a safer place to live, work and play"

The Community Development Department requires all inspections to be scheduled by the PERMIT HOLDER. This request may be made in writing, by telephone or fax. If you wish to schedule an inspection over the telephone at **989.539.2741**, **you must be able to provide the following information:**

- the permit number
- the permit holders name
- the address of the construction site
- whether it is a building, electrical, mechanical or plumbing inspection
- also provide the city, village or township and a telephone number where the contact person may be reached during our inspection hours of 8:00 A.M. through 4:30 P.M.

If you wish to schedule an inspection through our fax line at **989.539.8877** you must provide the following information:

- the permit number
- the permit holders name
- the address of the construction site
- whether it is a building, electrical, mechanical or plumbing inspection
- the type of inspection you are requesting (for example: footing, frame, rough, etc.)
- also provide a telephone number where the contact person may be reached during our inspection hours of 8:00 A.M. through 4:30 P.M.

*****IF YOU DO NOT PROVIDE ALL OF THE REQUIRED INFORMATION, THE INSPECTION REQUEST MAY NOT BE HONORED.*****

These inspections will be placed on the schedule. It is also suggested that you designate one person for each trade to call for all inspections, this will help avoid missed or duplicate inspections. Most inspections will be completed within three business days after the request is received. Please make sure that you call enough in advance that waiting for the inspections will not cause too much delay to your work schedule.

Cancellation of an inspection must be made **NO LATER THAN 9:00 A.M.** on the date of the scheduled inspection or a re-inspection fee may be charged. If the inspector cannot gain access a re-inspection fee will be added. If the applicant fails an inspection, a re-inspection fee will be added.

Inspectors will be scheduled on a first requested, first scheduled basis. Inspectors have designated areas of inspection and they collectively cover the entire county each day.

If a building is occupied, the permit holder, owner or a responsible person over the age of 18 must be present during the inspection. **NO SPECIFIC TIMES WILL BE SCHEDULED OR PROMISED**. You must wait for the inspector to complete the inspection before you continue work. Any work that has not been inspected and has been concealed will not be approved.

If county roads, access roads and/or driveways are not passable because of the weather or other conditions, it may be impossible for the inspector to safely park his vehicle. If the inspector feels that he cannot safely park his vehicle on the shoulder of the roadway or enter a driveway you may not get your inspection. If you know that a roadway or your driveway is impassable please let our office know at the time the inspection is requested or someone before the inspector is expected.

If weather conditions are severe, the Construction Code Department staff may determine that the weather is too dangerous for the inspectors to be traveling on the roads between inspections. At these times all possible attempts will be made to reach the permit holder by telephone to reschedule the inspection.