



# REQUEST FOR PRIVATE DEVELOPMENT INSPECTION

45175 Ten Mile Road  
 Novi, Michigan 48375  
 Community Development Department  
 Phone: (248) 347-0415  
[www.cityofnovi.org](http://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 that pertain to creation, reduction, or release of a financial guarantee. Requests may be emailed to [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org), please label subject line with "Inspection Request – Project Name" for prompter scheduling. The inspection time period is from April 15<sup>th</sup> to November 15<sup>th</sup> (weather permitting). If an inspection is requested between November 16<sup>th</sup> and April 14<sup>th</sup>, 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 15<sup>th</sup> 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 / Use of Parking Lot       Certificate of Occupancy / Project Close out       Letter of Credit Expiration

**Inspection Type:** For the request to be processed - Check all boxes for items that you would like inspected and include percent complete

Check this box if you would like to be present at the inspection and the Inspector will contact you

	% 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

\*\*Please allow a minimum of 2-4 weeks for initial inspection, punch list, re-inspection, and approval letter for site work and landscaping / street trees. The length of time will depend on the contractor's response time to the initial punch list.\*\*

**Contact information for inspectors:**

- Site Work, Right-of-Way, and Storm Water
  - Spalding DeDecker – Ted Meadows – 248-762-5116 or [tmeadows@sda-eng.com](mailto:tmeadows@sda-eng.com)
  - City of Novi – Humna Anjum – 248-735-5632 or [hanjum@cityofnovi.org](mailto:hanjum@cityofnovi.org)
  - City of Novi – Ben Nelson – 248-735-5643 or [bnelson@cityofnovi.org](mailto:bnelson@cityofnovi.org)
  
- Landscape, Woodland, Woodland Fence Removal and Street Trees
  - City of Novi - Rick Meader – 248-735-5621 or [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org) – Landscaping and Street Trees
  - Merjent – Jason DeMoss – 619-944-3835 or [Jason.demoss@merjent.com](mailto:Jason.demoss@merjent.com) - Woodland and Woodland Fence Removal
  
- Soil Erosion
  - Spalding – Kim Danowski – 248-762-7957 or [kdanowski@sda-eng.com](mailto:kdanowski@sda-eng.com)
  
- Traffic Control Signs
  - AECOM – Dominic Conti – 248-396-1631 or [dominic.conti@aecom.com](mailto:dominic.conti@aecom.com)
  - City of Novi – Humna Anjum – 248-735-5632 or [hanjum@cityofnovi.org](mailto:hanjum@cityofnovi.org)
  - City of Novi – Ben Nelson – 248-735-5643 or [bnelson@cityofnovi.org](mailto:bnelson@cityofnovi.org)
  
- Wetlands
  - Merjent – Jason DeMoss – 619-944-3835 or [Jason.demoss@merjent.com](mailto:Jason.demoss@merjent.com)

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