



**City of Mt. Pleasant**  
**APPLICATION FOR FINAL INSPECTION/CERTIFICATE OF OCCUPANCY**

All new buildings and buildings which have been altered may not be occupied in part or full until a Certificate of Occupancy has been issued. A request for a temporary Certificate of Occupancy may be considered by the Department, provided details of the remaining work and a timeline for completion are discussed with the Building Department in advance. Projects that are required to submit electronic copies of as built drawings upon the completion of the project, shall forward them to [building@mt-pleasant.org](mailto:building@mt-pleasant.org).

Project Address: \_\_\_\_\_ Building Permit # \_\_\_\_\_

Requested Date of Final Inspection: \_\_\_\_\_ (Please give at least 24 hours notice)

All construction is complete, including steps and landings with handrails and guardrails as required. All fire-rated assemblies are completed, including proper protection under enclosed stairs with drywall where applicable. Final grading shall be completed to control runoff onto adjoining properties and to provide runoff away from the foundation at a minimum grade of 6 inches in 10 feet.

Electrical system is completed, inspected and approved.  
Permit #: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_

Mechanical system is completed, inspected and approved.  
Permit #: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_

Plumbing system is completed, inspected and approved.  
Permit #: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Inspector's Initials: \_\_\_\_\_

Boiler System is completed, inspected and approved. \_\_\_\_\_ Date: \_\_\_\_\_  
*(State of Michigan Boiler Division 517 241-9334)*

Other Systems as applicable.  
Permit # \_\_\_\_\_ Approval Date: \_\_\_\_\_

Commercial and Multi-family residential building projects shall comply with all Planning Commission requirements at the time of final inspection.  
Case Number: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*\* If all requirements are not met at the time of final inspection, a bond or irrevocable letter of credit will be required to ensure that all remaining work is completed in a timely manner. The Bond or LOC will be released once the work is completed and approved by the Development Director. Any questions, call 779-5301 to discuss.*


Commercial and Multi-family residential buildings are required to be inspected and approved by the Mt. Pleasant Fire Department and all residential rental units must be licensed. *(Building Safety will coordinate the final Inspection with the Fire Marshall for all new construction)*  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Sidewalks are installed and approved by the Department of Public Works Phone: (989) 779-5401

Street address numbers *(at least 4" high for residential; 6" high for commercial, contrasting, and visible from the street)* are affixed to the building and properly displayed.

Signature of Contractor/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

 **The Department of Building Safety reserves the right to charge a re-inspection fee where it is discovered that the project is not ready at the requested time.**



## Top Ten Reasons to Fail a Final Inspection

1. **All trades including Electrical, Plumbing and Mechanical systems, have not been inspected and approved:** Due to the health and life safety concerns it is imperative these trades are approved before any occupancy is considered to be granted.
2. **Mt. Pleasant Fire Department:** Where applicable, in multi-family housing or commercial developments, approval of occupancy from the Mt. Pleasant Fire Department is necessary. This is typically arranged by the Department of Building Safety when the application for the final inspection is submitted. Filing for the appropriate rental licenses is to be done at this time as well. In commercial buildings there may be other Fire Department inspections required, including fire suppression systems and placement of extinguishers. The Fire Marshall also establishes the total occupancy for the facility at the time of the final inspection. If the facility has installed a boiler system the approval sticker shall be placed by an inspector from the State of Michigan.
3. **Planning Commission** requirements have not been met: This includes placement of sidewalks, masonry dumpster enclosures, tree plantings and other required landscaping. There also may be requirements to be met, unique to the approval.
4. **Stairs:** Improper run/rise. The building code allows no more than a 3/8" maximum deviation in the size of the treads or rise in the steps. This includes any main stairs, basement stairs, front steps, steps from garage to home and steps at decks or patios. Under stair protection of 1/2" drywall is also required where stairs are to be enclosed.
5. **Handrails:** Required to be installed at 34" minimum and 38" maximum in height and are required where there are 4 or more risers installed. The handrails are also to be capable of withstanding up to a 200# live load. The ends of handrails are to be returned to the wall or properly terminated into a newel post, volute or turn out.
6. **Balusters in guardrail systems:** Maximum opening between balusters allows a maximum of a 4" space, except where balusters are installed directly on the stair tread, which allows a slight increase to 4-3/8".
7. **Fire-stop/Fire protection:** Vertical penetrations from one floor to another or from a wall to ceiling are to be tightly sealed to prevent fire and smoke from migrating into other spaces. It is also required to install 1/2" drywall on walls adjacent to living areas and a rated door for entry to home from garage. 5/8" drywall is to be installed on the ceiling of the garage where habitable space is located above.
8. **Smoke Detectors/Egress Windows:** Although typically inspected by the Electrical inspector, smoke detectors shall be approved upon final inspection and are to be hard wired in series with a battery backup, located in each sleeping area, outside the immediate vicinity of the sleeping area and a minimum of 1 on each level of the home, including a basement, but not required in a crawl space area. Egress windows are also required in all sleeping areas and in any habitable space in a basement area. Window wells or retainer walls may be required, have specific dimension requirements and may also require a ladder to provide egress out. The window wells are to be clean of debris and shall allow drainage to prevent water build up.
9. **Siding Penetrations:** All penetrations of the exterior finish are to be sealed for insect and weather protection, including electrical lines, cable, water meter wiring, AC condenser lines and gas lines.
10. **Site drainage/finish grade:** It is required to establish proper foundation drainage (fall) at a rate of 6" drop for the first 10' from the foundation. It is equally important to prevent site water from entering onto another adjoining lot or property. It may be necessary to install retaining walls, berms or create a swale to control water run off.

**The items submitted are NOT to be considered all inclusive and other items may be required, including approvals from the Central Michigan District Health Department for food preparation sites. Please study your plan review that was furnished upon issuance of the building permit**