



## 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	_____	<input type="checkbox"/> *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	_____	<input type="checkbox"/> (All signs & striping must be installed)	
		<input type="checkbox"/> Other	_____
		<input type="checkbox"/> (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)
  - Spalding DeDecker – Sydney Waynick – 248-260-8130 or [swaynick@sda-eng.com](mailto:swaynick@sda-eng.com)
  - City of Novi – Humna Anjum – 248-735-5632 or [hanjum@cityofnovi.org](mailto:hanjum@cityofnovi.org)
  - City of Novi – Milad Alesmail – 248-735-5695 or [malesmail@cityofnovi.org](mailto:malesmail@cityofnovi.org)
  - City of Novi – Kate Purpura – 248-735-5643 or [kpurpura@cityofnovi.org](mailto:kpurpura@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 – Beth Niemela – 313-720-9467 or [bniemela@sda-eng.com](mailto:bniemela@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 – Milad Alesmail – 735-5695 or [malesmail@cityofnovi.org](mailto:malesmail@cityofnovi.org)
  - City of Novi – Kate Purpura – 248-735-5643 or [kpurpura@cityofnovi.org](mailto:kpurpura@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)