



Inspection Request Form

- ✓ **PRIOR TO SCHEDULING A FOUNDATION INSPECTION WITH THE COUNTY, A Staking and/or a Foundation Inspection by the Webster Township Zoning Administrator (ZA) should be completed.**
- ✓ **PRIOR TO ISSUANCE OF FINAL PERMIT by the County, a Final Inspection by the Webster Township Zoning Administrator (ZA) should be completed.**

PRE-INSPECTION CHECKLIST

If the ZA is unable to verify setbacks due to improper staking, issuance of the final zoning can be delayed and additional re-inspection fee maybe charged. **All the applicable items listed in the checklist below must be completed prior to scheduling an inspection.**

Y NA

Lot corners/sides must be clearly staked/marked. See Staking Images on next page.

For smaller lots less than 1/2 acres or when the structure is within 30 feet from a property line, a string should be used to connect two staking points along the property line to measure setbacks **(IF noted on the Permit)**.

Project corners must be clearly staked.

Lot must be clearly identified with a sign (address or parcel ID), visible from the road.

All points, identified on the preliminary compliance permit sketch shall be installed.

For Final Inspections, all work is complete and all construction debris has been removed.

REQUESTER INFO

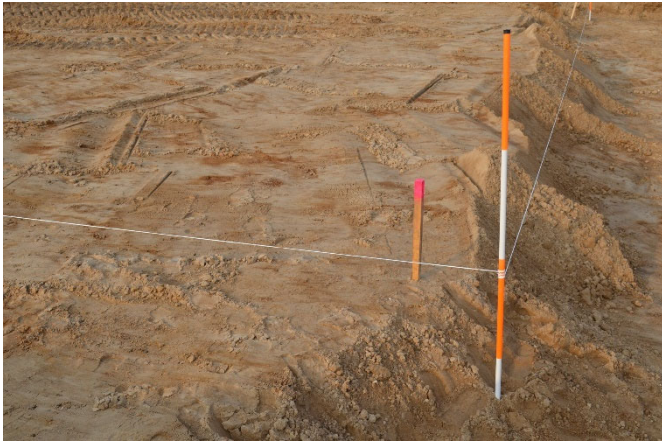
Requester Name			
Site Address			
Type of Inspection			
Requested Date			
E-mail		Phone	

CONTACT DETAILS OF THE PERSON WHO WILL BE PRESENT AT THE SITE. **Applicant or applicant's representative should be present on site at the time of inspection, unless waived by the ZA**

Name		Phone	
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IMPORTANT NOTES

- ✓ The permit holder shall be responsible to notify the Zoning Administrator with at least a two (2) working-day notice regarding the time that the development/construction will be ready for inspection.
- ✓ Feel free to call 734-426-5103 or e-mail zoningadmin@webstermi.us to check on available times.
- ✓ *All inspections are in addition to, and do not supplant, inspections required by the Washtenaw County Building Inspections.*



TYPE	Staking Inspection	Final Inspection
Single-Family Homes	Yes *	Yes
House Additions	Yes *	Yes
Detached Accessory Structures	Yes *	Yes
Deck and Porches	Yes *	Yes
Generators	No	No
Rooftop Solar Panels	No	No
Ground-mounted Solar Panels	Yes *	Yes
Home Occupation (Interior)	N/A	Yes
Pools	Yes *	Yes
Fences	No	No
Private Roads (Engineering/Fire)	Yes	Yes
Shared Driveways (Fire/ Zoning)	Yes	Yes
Other Permits	Yes *	Yes *

* To be determined by the Zoning Administrator at the time of issuance of Preliminary Compliance Permit. Single-family residential lots may qualify for an exemption when the proposed structures exceed the minimum setback requirements by 10 feet.