

## City of Southfield, MI --- INSPECTION REQUEST FORM

Section 1 of 2 - General Information <sup>*(+)</sup>				
REQUESTING INSPECTION			Date Submitted (mm/dd/yyyy):	
Company Name:				
Company Address:				
City:		State (XX):		Zip Code:
Primary Contact (Name, Title):				
Phone:		Email:		

Section 2 of 2 - Reference Information <sup>*(+,1,2)</sup>				
Permit Number:	or Bond Number:			
Inspection Number:	<input type="radio"/> First	<input type="radio"/> Second	<input type="radio"/> Third	<input type="radio"/> Fourth (or more)
Inspection Fee (\$):	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A (First Inspection or Other)			
Payment Type <sup>(3)</sup> :	<input type="radio"/> Forfeit from Bond	<input type="radio"/> Check	<input type="radio"/> Other (Please Specify):	
Notes for Inspector and Site Location:				

REFERENCES
<p><b>(*)</b>: Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p><b>(+)</b>: If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p><b>(1)</b>: An inspection request form is required for each individual permit.</p> <p><b>(2)</b>: Please see the permit application for inspection types and fees. PLEASE NOTE: The first inspection is included within the cost of the permit application fee. Fees will only apply to inspections that are required after an initial inspection has been completed. If an inspection fee is applicable, payment must be received before an inspection request will be processed.</p> <p><b>(3)</b>: If an entity other than the Bond Holder is submitting this inspection request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the Bond Holder has agreed to such action.</p>

ENGINEERING DEPARTMENT USE ONLY	
Notes:	