

# PRE-INSPECTION APPLICATION

8721 Gull Rd. Suite B  
Richland, MI 49083  
(269) 629-0600  
(800) 627-2801  
Fax (269) 629-0601

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

\_\_\_\_\_ 1. **CURRENT ADDRESS LOCATION & DIRECTIONS** from main road:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 2. **FUTURE LOCATION OF HOME** including township, village, or city:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3. **PROOF OF OWNERSHIP FOR FUTURE LOCATION**(Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.**

\_\_\_\_\_ 4. **PROPERTY TAX I.D. NUMBER FOR FUTURE LOCATION**

\_\_\_\_\_ 5. **EXPLANATION OF ANY DOCUMENTATION NOT PROVIDED**, include additional sheet with explanation.

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT (Associated Government Services, Inc.) **OFFICE HOURS** are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The **HOME OFFICE** may be contacted by **PHONE** at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by **MAIL** at 8721 Gull Road, Suite B, Richland, MI, 49083; or by **FAX** at 269-629-0601.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Submit with fee of \_\_\_\_\_ payable to \_\_\_\_\_