



CHARTER TOWNSHIP OF PORT HURON

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POLICY & PROCEDURE REGARDING INSPECTION OF COVERED WORK – 2012/JANUARY

To: Building & Code Enforcement Department
From: Kirk Lavigne, Building/Planning/Zoning Administrator
Date: January 20, 2012
Subject: Policy regarding the Inspection of Building, Electrical, Plumbing or Heating work that was not inspected prior to the work being covered.

Building Code Enforcement for the inspection of all work that has been covered without or prior to the required inspection shall be handled in the following manner:

- 1) **“Municipal Civil Infraction” tickets are to be issued requiring inspection and corrections within 10 days of notice as follows:**
 - a) A Civil Infraction shall be sent by first class mail to the owner or occupant of the land, or structure at their last known address and by attaching or posting a copy to the building or on site, or may be served personally on an owner, occupant or violator.
 - b) The fines assessed for each offense noted are cumulative over a period of 3 years, starting with a \$50.00 fine for the 1st offense, \$125.00 for the 2nd, \$250.00 for the 3rd, and \$500.00 for the 4th, and each subsequent violation.
 - i) Per the Township Supervisor, if a 1st offense is inspected and corrected within the 10 day period, the Supervisor may waive the fine at his discretion.
 - ii) A signature of admission of responsibility shall be required on the Infraction.
- 2) **All work that has been covered will be required to comply with the following minimum conditions, for the inspector to grant approval:**
 - a) For each trade for which a permit was required, there must be visual verification of correct installation in at least 3 separate areas, such as at the roof, crawl space and an *opened wall.
 - b) A minimum of 1 *opened wall inspection will be required for each trade, including Electrical, Plumbing and Heating work.
 - c) If any violations are found in any inspected area, a minimum of one additional *opened wall or other additional inspection will be required to be made in each room, until the inspector can reasonably expect that the remainder of the work is in compliance with the code. The owner agrees to comply with this policy and assumes all liability for any defective work not viewed or must remove all covered work.
 - d) A separate/extra \$50.00 fee will be assessed for the original inspection/discovery of the violation and for each return inspector visit due to uncompleted work or subsequent violations discovered that need correction and re-inspection.
 - e) All violations noted are required to be inspected, and/or corrected, within a reasonable time which will be stated in writing on a correction notice which generally should be 10 days. In no case shall the time frame exceed 30 days for an occupied structure, or 6 months for an unoccupied structure.
- 3) **A Final Re-inspection for the issuance of a Certificate of Occupancy will be required upon completion of all required inspections, correction list items, and payment of all fines and fees.**
- 4) **Failure to comply with any of the above requirements will result in the issuance of additional Municipal Civil Infractions and/or conversion of the Infraction to a Misdemeanor Court Appearance Ticket.**

Signature of Owner/Contractor: _____ Date: _____

*Opened wall inspection is a reference to the removal of permanent interior or exterior wall, floor, ceiling, roof, or other material, in a sufficient amount to expose work that was covered prior to inspection and/or that would otherwise not be visible for inspection.