



**Norton Shores Building Division**  
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**GENERAL CHECKLIST FOR RESIDENTIAL FIRE REPAIR –**  
**WILL VARY DEPENDING ON TYPE OF DAMAGE**

**REQUIREMENTS FOR REPAIRS:**

- \_\_\_\_\_ SIGNED & COMPLETED BUILDING PERMIT APPLICATION
- \_\_\_\_\_ SIGNED & COMPLETED ELECTRICAL PERMIT APPLICATION, IF APPLICABLE
- \_\_\_\_\_ SIGNED & COMPLETED MECHANICAL PERMIT APPLICATION, IF APPLICABLE
- \_\_\_\_\_ SIGNED & COMPLETED PLUMBING PERMIT APPLICATION, IF APPLICABLE
- \_\_\_\_\_ REPAIR SMOKE DAMAGE, WHERE APPLICABLE
- \_\_\_\_\_ NEW DRYWALL, PAINT, FLOOR COVERINGS, CABINETS, WINDOWS, DOORS, FRAMING, IF APPLICABLE
- \_\_\_\_\_ REPLACE ELECTRICAL CIRCUITS, FIXTURES & WIRING, IF APPLICABLE
- \_\_\_\_\_ REPLACE MECHANICAL APPLIANCES OR SYSTEM, IF APPLICABLE
- \_\_\_\_\_ REPLACE PLUMBING FIXTURES, PIPES OR WATER CONNECTED APPLIANCES, IF APPLICABLE
- \_\_\_\_\_ REQUIREMENTS WILL BE DIFFERENT DEPENDING ON THE EXTENT OF FIRE DAMAGE
- \_\_\_\_\_ REFER TO THE INSPECTOR FOR MORE INFORMATION REGARDING YOUR SPECIFIC SITUATION

**REQUIREMENTS FOR STRUCTURAL DAMAGE:**

- \_\_\_\_\_ FOLLOW THE REQUIREMENTS LISTED IN THE REMODEL AND/OR ADDITION CHECKLIST

**OWNER RESPONSIBLE TO ACQUIRE PRIOR TO BUILDING PERMIT ISSUANCE (IF APPLICABLE)**

- \_\_\_\_\_ DEQ – WETLAND AND CRITICAL DUNES
- \_\_\_\_\_ SOIL EROSION – WITHIN 500’ OF ANY BODY OF WATER, INCLUDING WETLANDS
- \_\_\_\_\_ DESIGN FLOOD ELEVATION

**REQUIRED INSPECTIONS:**

- INITIAL DAMAGE INSPECTION
- ENERGY AIR BARRIER, UNLESS DONE BY A 3<sup>RD</sup> PARTY, THEN WE NEED THEIR REPORT
- ROUGH-IN
- FINAL

**FOR OFFICE USE ONLY:**

- \_\_\_\_\_ CREATE ENFORCEMENT (INCLUDE ALL PERTAINANT INFORMATION, LOCATION OF FIRE IN STRUCTURE, ADDRESS(ES), DATE OF FIRE, NAMES, PRELIMINARY CAUSE & PRELIMINARY DAMAGE)
- \_\_\_\_\_ SCHEDULE INSPECTION (DATE WHEN THE INSPECTOR WENT OUT OR WILL GO OUT TO INSPECT THE FIRE DAMAGE)
- \_\_\_\_\_ PRELIMINARY LIST OF REPAIRS PER INITIAL DAMAGE INSPECTION