

Certificate of Occupancy Request Form

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued (MCL 125.1513). The permit holder or their authorized agent must request a Certificate of Occupancy in writing, upon the completion of the project. This written request must be included using this form, and must include the building, electrical, mechanical, plumbing, and all other relevant permit information.

A Certificate of Occupancy cannot be issued until all fees are paid, permit inspections are approved and all work covered under the building permit has been completed in accordance with the permit, the code, and any other applicable laws and ordinances.

If a permit type listed below does not apply to your project, please write "NA" (not applicable) in the appropriate space. **Please print, and scan or attach to email. Please allow 5 business days for processing this request.**

Project Address:		<i>Office use Only</i> <i>Permit approval & fees</i>
Parcel Number:		
Building Permit #		
Building Permit #		
Electrical Permit #		
Electrical Permit #		
Plumbing Permit #		
Mechanical Permit #		
Mechanical Permit #		
Fire Alarm Permit #		
Fire Suppression #		
Storm Water Permit #		
Approved Site Inspection by City Planner		

Permit Holder's Name (PRINT)	Business	Signature
Phone #	Email Address	Date of Submission