

Certificate of Occupancy Request Form

A new building or a building that is significantly 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. Please use this request form and 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.

Please return this completed form via e-mail to permits@cityofholland.com or fax to (616) 546-7058. Please allow 5 business days for processing this request. Please contact us at (616) 355-1330 if you have any questions.

Please print legibly!

Project Address: _____, Holland, MI 49423

Project Name: _____

Contractor Information:

Company Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant Signature

Date

On the next page, please indicate all of the permits that are associated with this project. Once Staff receives this information, we will process your request. Processing may take up to 5 business days.
OR

Check this box if this a for a Residential Single-Family Dwelling.

OFFICE USE ONLY:

Staff review and approval of permits, fees, inspections and information.

Approved by: _____ *Date:* _____