

Certificate of Occupancy Request

TOWNSHIP OF ADDISON

Department of Building Safety
1440 Rochester Road, Leonard, MI 48367
Office (248) 628-5409 Fax (248) 969-3587

Authority:	Section 27.12 Application for Certificate
Penalty:	Failure to provide the information may result in denial of your request.

Section 27.12. - Certificate of occupancy.

No land, building or part thereof shall be occupied by or for any use unless and until a certificate of occupancy shall have been issued for such use. The following shall apply in the issuance of any certificates:

1. *Certificates not to be issued* . No certificate of occupancy shall be issued for any building, structure or part thereof or for any use of any land, which is not in accordance with all the provisions of this ordinance.
2. *Application for certificate* . Application for certificates of occupancy shall be made in writing to the building inspector on forms furnished by the township and such certificates shall be issued within five (5) business days after receipt of such application if it is found that the building or structure or part thereof, or the use of land, is in accordance with the provisions of this ordinance.
3. *Records of certificates* . A record of all certificates of occupancy issued shall be kept on file in the office of the building inspector, and copies shall be furnished upon request to any person having a proprietary or tenant's interest in the property involved.
4. *In multiple dwelling districts* . Temporary certificates of occupancy may be issued for individual building units until the total project is completed.
5. *Final inspection* . The holder of every building permit for construction, erection, alteration, repair or moving of any building, structure, or part thereof, shall notify the ordinance enforcer immediately upon completion of the work authorized by such permit for a final inspection. Such final inspection shall be completed within five working days.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This must be a written request, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers.

A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

If an electrical, mechanical, plumbing, boiler or elevator permit is not required write "not applicable" on the request form in the appropriate space.

BUILDING PERMIT NO.	ELECTRICAL PERMIT NO.
MECHANICAL PERMIT NO.	PLUMBING PERMIT NO.
ZONING COMPLIANCE PERMIT NO. (If Applicable)	OCHD WELL APPROVAL PERMIT NO. (If Applicable)
PERMIT APPLICANT'S ADDRESS	OCHD SEPTIC APPROVAL NO. (If Applicable)
	JOB LOCATION
APPLICANT'S SIGNATURE	DATE
TELEPHONE NUMBER (8:30 AM – 5:00 PM) (Including Area Code)	FAX NUMBER (Include Area Code) (Optional)