



# DEPARTMENT OF BUILDING & SAFETY ENGINEERING

2300 E. Grand River Ave., Suite 104, Howell, MI 48843-7580

517-546-3240

Fax 517-546-7461

## APPLICATION FOR CERTIFICATE OF OCCUPANCY COMMERCIAL

Upon completion of a building project this application and all necessary documents (listed below) must be completed and submitted by the permit holder to the Livingston County Building Department. (LCBD) There will be a minimum of 48 hours processing time from the receipt date of all paperwork.

**ALL FINAL INSPECTIONS RELATING TO THE PROJECT MUST BE COMPLETED AND APPROVED PRIOR TO MAKING APPLICATION. Note: Failure to provide all necessary documents will render the application null and void and re-application will be necessary.**

Property Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Owner: \_\_\_\_\_

Drivers License # of Contractor: \_\_\_\_\_

Please review the following checklist and submit necessary paperwork pertaining to your project. This list may not be all-inclusive. Requirements are sometimes job specific.

- Final Health approval for the well and/or septic system from the Livingston County Health Department
- Final approval from either the Livingston County Health Dept, or Michigan Department of Agriculture if a food service establishment of any kind.
- Elevator approval certificate from the State of Michigan (if an elevator was installed)
- Report from Fire Marshall for Fire Suppression system. (In addition to our inspectors approval)
- Report from Fire Marshall for Fire Alarms system. (In addition to our inspectors approval)
- Backflow prevention test results for plumbing, suppression, and or irrigation permits.
- Any applicable engineering reports, or special inspection reports.
- Final zoning compliance if your project is located in one of the following townships. This is in addition to the land use permit received at the beginning of the project. Please contact your township to obtain this zoning inspection.

Hamburg	Ph#	(810) 231-1000	Handy	Ph#	(517) 223-3228
Cohoctah	Ph#	(517) 546-0655	Howell	Ph#	(517) 546-2817 x 117
Marion	Ph#	(517) 546-1588	Deerfield	Ph#	(517) 546-8760
V. Fowlerville	#	(517) 223-3771	V. Pinckney	Ph#	(734) 878-6206

- I would like to receive my CO by the following method(s):
- U.S. Mail; WILL BE MAILED TO PERMIT HOLDER
  - FAX: \_\_\_\_\_
  - HOLD FOR PICK-UP

**IT IS UNLAWFUL TO USE OR OCCUPY A STRUCTURE WITHOUT A CERTIFICATE OF USE AND OCCUPANCY UNDER MICHIGAN COMPILED LAW 125.1513.**

All information submitted with this application is accurate to the beset of my knowledge.

\_\_\_\_\_  
Printed Name

Signature

Daytime Phone Number \_\_\_\_\_