



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 TEMPORARY CERTIFICATE OF OCCUPANCY

This application may be completed by homeowner(s) and contractor(s) of building project(s) in consideration of a Temporary Certificate of Occupancy (TCO). There will be a minimum of 48 hours processing time from the receipt of all paperwork. A \$50 non-refundable fee is due and payable at the time of TCO pick-up. Upon approval of the building official, the TCO will remain valid for 30 days. One 30-day extension may be granted upon approval of the building official and an additional \$50 fee will be due at the time of extension. If all necessary conditions have not been met by the expiration date of the TCO, the file may be turned over to the Code Enforcement division of the Livingston County Building Department. **ALL PERMITS RELATING TO THE PROJECT REQUIRE AT LEAST ONE FINAL INSPECTION PRIOR TO TCO APPLICATION.**

Property Address: _____

Permit Number: _____ Date: _____

Contractor: _____ Occupant Name: _____

Driver's License # of Contractor: _____

Please complete the following checklist and submit all necessary paperwork with this application. Note: Failure to provide all necessary documents will render the application null and void.

- A certificate of insulation for any blown cellulose insulation. A blank certificate is available from the LCBD counter.
- Final health approval for the well and/or septic system from the Livingston County Health Department.
- Outstanding fees must be paid prior to issuance. Fees are due in the amount of \$ _____.
- I am applying for a TCO/extension because: _____.

In addition to a land use permit, a final zoning compliance inspection is required if the project is located in one of the following townships. In the case of a TCO, it is the applicant's responsibility to order the final zoning inspection from the township from which the land use was issued. A final zoning approval must be submitted with this application from the following townships:

Hamburg	Phone #: (810) 231-1000	Handy	Phone #: (517) 223-3228
Cohoctah	Phone #: (517) 546-0655	Howell	Phone #: (517) 546-2817, x117
Marion	Phone #: (517) 546-1588	Deerfield	Phone #: (517) 546-8760
V. Fowlerville	Phone #: (517) 223-3771	V.Pinckney	Phone # (734) 878-6206

NOTE: 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 best of my knowledge.

Signature

Printed Name

Day Time Phone Number _____