



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 RESIDENTIAL CERTIFICATE OF OCCUPANCY

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.

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 \$ _____.

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. The LCBD will notify the township that the project's inspection process is complete. The township will then have 10 business days to inform the LCBD of any objections to a CO issuance. If the applicant does not wish to wait at least 10 business days for a CO issuance, zoning compliance may be submitted to the LCBD in person, by mail or as a packet along with this application. Your township must be contacted to order a final zoning inspection.

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

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 best of my knowledge.

Signature

Printed Name

Day Time Phone Number _____