

## 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: \_\_\_\_\_

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, Signed by the installer. A blank certificate is available from the LCBD counter.
- Blower Door Test report
- 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. Your township must be contacted to order a final zoning inspection.

Hamburg	Phone #: (810) 231-1000	Putnam	Phone #: (734) 878-3131
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
Putnam	Phone#: (734)878-3131		

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 \_\_\_\_\_