



OCCUPANCY REQUEST FORM NON-RESIDENTIAL PROJECTS

Community Development Department
(248) 347-0415 FAX: (248) 735-5600

To schedule inspections please visit www.cityofnovi.org

TCO C/O

**Please do not submit this form until all approvals for this project are received.
2 working days notice are required for processing (does not start until all approvals are received)**

Applicant's Name: _____ Email: _____
Cell Phone Number: _____ Permit Number: _____
Project Name: _____ Project Address: _____

PERMIT NUMBERS ARE REQUIRED FOR TCO OR C/O PROCESSING

BUILDING APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required Permit #: _____

OAKLAND COUNTY / HEALTH DEPARTMENT APPROVAL
 Approved Permit #: _____
 Not Required

ELECTRICAL APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required Permit #: _____

DEPARTMENT OF AGRICULTURE APPROVAL
 Approved Permit #: _____
 Not Required

PLUMBING AND/OR GENERAL APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required Permit #: _____

STATE OF MICHIGAN - ELEVATOR APPROVAL
 Approved Permit #: _____
 Not Required

HEATING APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required Permit #: _____

STATE OF MICHIGAN - BOILER APPROVAL
 Approved Permit #: _____
 Not Required

FIREPLACE APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

SITE / TRAFFIC INSPECTION(S)
 Approved
 Not Required

REFRIGERATION APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

LANDSCAPING / STREET TREE INSPECTION(S)
 Approved
 Not Required

FAÇADE APPROVAL
 Approved Permit #: _____
 Not Required

FINANCIAL GUARANTEE(S) PAID
 Approved
 Not Required

SIGN APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required Permit #: _____

FIRE DEPARTMENT APPROVALS
FIRE ALARM APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

SIGN FOUNDATION APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

FIRE SUPPRESSION APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

SWIMMING POOL - STATE/COUNTY APPROVAL
 Approved Permit #: _____
 Not Required

HOOD SUPPRESSION SYSTEM APPROVAL (FINAL)
 Approved Permit #: _____
 Not Required

Signature: _____
Date: _____

FINAL FIRE DEPT INSPECTION
 Approved
 Not Required