



OCCUPANCY REQUEST FORM NON-RESIDENTIAL / MULTIPLE FAMILY PROJECTS

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

To schedule inspections please visit www.cityofnovi.org

TCO C/O

2 WORKING DAYS NOTICE REQUIRED FOR TCO OR C/O (With the following requirements)

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

PERMIT NUMBERS ARE REQUIRED FOR TCO OR C/O PROCESSING

SITE & LANDSCAPING INSPECTIONS

- Approved
- Not Required

FAÇADE APPROVAL

- Approved
- Not Required

FINANCIAL GUARANTEE

- Approved
- Not Required

DEPT. OF AGRICULTURE

- Approved Permit #: _____
- Not Required

PLUMBING INSPECTION

- Approved
- Not Required

Permit #: _____
Permit #: _____

ENGINEERING APPROVAL

- Approved
- Not Required

ELEC. INSPECTION

- Approved
- Not Required

Permit #: _____
Permit #: _____

SIGN FOUNDATION PERMIT

- Approved Permit #: _____
- Not Required

MECH. INSPECTION

- Approved
- Not Required

Permit #: _____
Permit #: _____

SIGN PERMIT

- Approved Permit # _____
- Not Required

FIRE DEPARTMENT APPROVALS

BUILDING INSPECTION

- Approved
- Not Required

Permit #: _____
Permit #: _____

FIRE SUPPRESSION

- Approved Permit #: _____
- Not Required

STATE OF MI / BOILER

- Approved
- Not Required

Permit #: _____

FIRE ALARM

- Approved Permit #: _____
- Not Required

STATE / COUNTY SWIMMING POOL

- Approved
- Not Required

Permit #: _____

HOOD SUPPRESSION SYSTEM

- Approved Permit #: _____
- Not Required

OAKLAND CO. / HEALTH DEPT.

- Approved
- Not Required

FINAL FIRE DEPT INSPECTION

- Approved
- Not Required

Signature: _____

Date: _____