



RESIDENTIAL OCCUPANCY REQUEST FORM

CITY OF NOVI

COMMUNITY DEVELOPMENT DEPARTMENT

(248) 347-0415 FAX: (248) 735-5600

To schedule inspections please visit www.cityofnovi.org

TCO

C/O

TWO WORKING DAYS NOTICE APPROVED FOR TCO OR C/O (With the following requirements)

Builder's Name: _____ Email: _____

Phone Number: _____ Building Permit Number: _____

Job Address: _____

Subdivision: _____ Lot No. _____

ALL FINAL INSPECTIONS MUST BE COMPLETE BEFORE SUBMITTING OCCUPANCY FORM

PLUMBING APPROVAL (FINAL)
Permit # Required _____

GRADING APPROVAL

HEATING APPROVAL (FINAL)
Permit # Required _____

DISCLOSURE STATEMENT

FIREPLACE FINAL
 Required
 Not Required
Permit # Required _____

WATER ANALYSIS
 Required
 Not Required

ELECTRICAL APPROVAL (FINAL)
Permit # Required _____

WELL APPROVAL
(OAKLAND COUNTY)

REFRIGERATION APPROVAL
 Required
 Not Required
Permit # Required _____

Required
 Not Required

BUILDING APPROVAL (FINAL)
Permit # Required _____

SEPTIC APPROVAL
 Required
 Not Required

WETLANDS APPROVAL
 Yes
 No
 Not Required
Permit # Required _____

ENGINEERING APPROVAL
 Yes
 No
 Not Required

RESIDENTIAL GAS PRESUURE TEST/ AFFIDAVIT
Permit # Required _____

Signature: _____

Date: _____

*\$1,000 TCO bond refund - Please note that the bond will go to the address of the applicant that was originally on the building permit application at time of submittal. If this information has changed please indicate on this form which address it should be mailed to.