



OCCUPANCY REQUEST FORM
MULTIPLE FAMILY 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) WETLAND APPROVAL - FINAL GRADE
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required Permit #: _____ [] Not Required

ELECTRICAL APPROVAL (FINAL) WOODLAND APPROVAL - FINAL GRADE
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required Permit #: _____ [] Not Required

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

HEATING APPROVAL (FINAL) SITE INSPECTION
[] Approved Permit #: _____ [] Approved
[] Not Required Permit #: _____ [] Not Required

FIREPLACE APPROVAL (FINAL) LANDSCAPING / STREET TREE INSPECTION(S)
[] Approved Permit #: _____ [] Approved Typically required for homes that
[] Not Required [] Not Required are not in a development

REFRIGERATION APPROVAL (FINAL) SUBMITTAL OF DISCLOSURE STATEMENT
[] Approved Permit #: _____ [] Included
[] Not Required

FIRE DEPARTMENT APPROVALS

RESIDENTIAL GAS PRESSURE TEST / AFFIDAVIT FIRE ALARM
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required [] Not Required

FAÇADE APPROVAL FIRE SUPPRESSION
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required [] Not Required

ENGINEERING APPROVAL - FINAL GRADE FINAL FIRE DEPT INSPECTION
[] Approved Permit #: _____ [] Approved
[] Not Required [] Not Required

Signature: _____ Date: _____

\$125.00 Application/Extension Fee will apply for all Temporary Certificate of Occupancy requests