



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

ELECTRICAL APPROVAL (FINAL) DEPARTMENT OF AGRICULTURE APPROVAL
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required Permit #: _____ [] Not Required

PLUMBING AND/OR GENERAL APPROVAL (FINAL) STATE OF MICHIGAN - ELEVATOR APPROVAL
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required Permit #: _____ [] Not Required

HEATING APPROVAL (FINAL) STATE OF MICHIGAN - BOILER APPROVAL
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required Permit #: _____ [] Not Required

FIREPLACE APPROVAL (FINAL) SITE / TRAFFIC INSPECTION(S)
[] Approved Permit #: _____ [] Approved
[] Not Required [] Not Required

REFRIGERATION APPROVAL (FINAL) LANDSCAPING / STREET TREE INSPECTION(S)
[] Approved Permit #: _____ [] Approved
[] Not Required [] Not Required

FAÇADE APPROVAL FINANCIAL GUARANTEE(S) PAID
[] Approved Permit #: _____ [] Approved
[] Not Required [] Not Required

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

SIGN FOUNDATION APPROVAL (FINAL) FIRE SUPPRESSION APPROVAL (FINAL)
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required [] Not Required

SWIMMING POOL - STATE/COUNTY APPROVAL HOOD SUPPRESSION SYSTEM APPROVAL (FINAL)
[] Approved Permit #: _____ [] Approved Permit #: _____
[] Not Required [] Not Required

Signature: _____ FINAL FIRE DEPT INSPECTION
Date: _____ [] Approved
[] Not Required

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