# 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)
○ Approved Permit #: _____
○ Not Required Permit #: _____

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

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

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

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

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

RESIDENTIAL GAS PRESSURE TEST / AFFIDAVIT
○ Approved Permit #: _____
○ Not Required

FAÇADE APPROVAL
○ Approved Permit #: _____
○ Not Required

ENGINEERING APPROVAL - FINAL GRADE
○ Approved Permit #: _____
○ Not Required

WETLAND APPROVAL - FINAL GRADE
○ Approved Permit #: _____
○ Not Required

WOODLAND APPROVAL - FINAL GRADE
○ Approved Permit #: _____
○ Not Required

FINANCIAL GUARANTEE
○ Approved
○ Not Required

SITE INSPECTION
○ Approved
○ Not Required

LANDSCAPING / STREET TREE INSPECTION(S)
○ Approved
○ Not Required
Typically required for homes that are not in a development

SUBMITTAL OF DISCLOSURE STATEMENT
☐ Included

## FIRE DEPARTMENT APPROVALS

FIRE ALARM
○ Approved Permit #: _____
○ Not Required

FIRE SUPPRESSION
○ Approved Permit #: _____
○ Not Required

FINAL FIRE DEPT INSPECTION
○ Approved
○ Not Required

Signature: _____ Date: _____

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