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)
☐ 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

FAÇADE APPROVAL
☐ Approved Permit #: _____
☐ Not Required

SIGN APPROVAL (FINAL)
☐ Approved Permit #: _____
☐ Not Required Permit #: _____

SIGN FOUNDATION APPROVAL (FINAL)
☐ Approved Permit #: _____
☐ Not Required

SWIMMING POOL - STATE/COUNTY APPROVAL
☐ Approved Permit #: _____
☐ Not Required

Signature: _____

Date: _____

OAKLAND COUNTY / HEALTH DEPARTMENT APPROVAL
☐ Approved Permit #: _____
☐ Not Required

DEPARTMENT OF AGRICULTURE APPROVAL
☐ Approved Permit #: _____
☐ Not Required

STATE OF MICHIGAN - ELEVATOR APPROVAL
☐ Approved Permit #: _____
☐ Not Required

STATE OF MICHIGAN - BOILER APPROVAL
☐ Approved Permit #: _____
☐ Not Required

SITE / TRAFFIC INSPECTION(S)
☐ Approved
☐ Not Required

LANDSCAPING / STREET TREE INSPECTION(S)
☐ Approved
☐ Not Required

FINANCIAL GUARANTEE(S) PAID
☐ Approved
☐ Not Required

FIRE DEPARTMENT APPROVALS

FIRE ALARM APPROVAL (FINAL)
☐ Approved Permit #: _____
☐ Not Required

FIRE SUPPRESSION APPROVAL (FINAL)
☐ Approved Permit #: _____
☐ Not Required

HOOD SUPPRESSION SYSTEM APPROVAL (FINAL)
☐ Approved Permit #: _____
☐ Not Required

FINAL FIRE DEPT INSPECTION
☐ Approved
☐ Not Required

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