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

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)

Builder's Name: _____ Email: _____

Cell Phone Number: _____ Permit Number: _____

Job Address: _____

Subdivision: _____ Lot No. _____

PERMIT NUMBERS ARE REQUIRED FOR TCO OR C/O PROCESSING

☐ PLUMBING APPROVAL (FINAL)
Permit # _____

☐ HEATING APPROVAL (FINAL)
Permit # _____

☐ FIREPLACE FINAL
○ Required
○ Not Required
Permit # _____

☐ ELECTRICAL APPROVAL (FINAL)
Permit # _____

☐ REFRIGERATION APPROVAL
○ Required
○ Not Required
Permit # _____

☐ BUILDING APPROVAL (FINAL)
Permit # _____

☐ WETLANDS APPROVAL
○ Yes
○ No
○ Not Required

☐ FINAL GRADE APPROVAL

☐ WOODLAND/WETLAND FINAL GRADE APPROVAL

☐ DISCLOSURE STATEMENT

☐ WATER ANALYSIS
○ Required
○ Not Required

☐ RESIDENTIAL GAS PRESSURE TEST/ AFFIDAVIT
Permit # _____

☐ WELL APPROVAL (OAKLAND COUNTY)
○ Required
○ Not Required

☐ SEPTIC APPROVAL
○ Required
○ Not Required

☐ WOODLANDS APPROVAL
○ Yes
○ No
○ Not Required

☐ STREET TREE APPROVAL (Only required for homes that are not in a development)
☐ Yes

Signature: _____ Date: _____

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

*$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.