



# OCCUPANCY REQUEST FORM NON-RESIDENTIAL PROJECTS

Community Development Department  
(248) 347-0415 FAX: (248) 735-5600  
To schedule inspections please visit [www.cityofnovi.org](http://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 #: \_\_\_\_\_

#### OAKLAND COUNTY / HEALTH DEPARTMENT APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### ELECTRICAL APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required Permit #: \_\_\_\_\_

#### DEPARTMENT OF AGRICULTURE APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### PLUMBING AND/OR GENERAL APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required Permit #: \_\_\_\_\_

#### STATE OF MICHIGAN - ELEVATOR APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### HEATING APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required Permit #: \_\_\_\_\_

#### STATE OF MICHIGAN - BOILER APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### FIREPLACE APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

#### SITE / TRAFFIC INSPECTION(S)

Approved  
 Not Required

#### REFRIGERATION APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

#### LANDSCAPING / STREET TREE INSPECTION(S)

Approved  
 Not Required

#### FAÇADE APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### FINANCIAL GUARANTEE(S) PAID

Approved  
 Not Required

#### SIGN APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required Permit #: \_\_\_\_\_

### FIRE DEPARTMENT APPROVALS

#### FIRE ALARM APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

#### SIGN FOUNDATION APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

#### FIRE SUPPRESSION APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

#### SWIMMING POOL - STATE/COUNTY APPROVAL

Approved Permit #: \_\_\_\_\_  
 Not Required

#### HOOD SUPPRESSION SYSTEM APPROVAL (FINAL)

Approved Permit #: \_\_\_\_\_  
 Not Required

Signature: \_\_\_\_\_

#### FINAL FIRE DEPT INSPECTION

Approved  
 Not Required

Date: \_\_\_\_\_