

# C7 - REQUEST FOR CERTIFICATE OF OCCUPANCY (C OF O)

Buildings, Safety Engineering, and Environmental Department

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

In order to apply for a Certificate of Occupancy, inspections by all disciplines should have passed on a permanent or temporary basis. The Company, Agent, Owner, or General Contractor must provide all permit numbers pertaining to this C of O request. All permit numbers must be included on this request form for each discipline as noted below or proof of "special inspection", or your request turn-around time may be lengthened.

Under normal circumstances this process usually takes 3-5 business days. To expedite the process, providing a Certificate of Acceptance (C of A) for all permit numbers of each discipline will be your verification that there are no outstanding violations and that part of the project is complete. A temporary C of O can also be requested, please indicate length of time desired.

I hereby request a Certificate of Occupancy for:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Floor/Area/Suite: \_\_\_\_\_

Project # \_\_\_\_\_ A.K.A. \_\_\_\_\_

Building Permit: * _____	Fire Alarm: _____
Mechanical Permit: * _____ * _____ * _____	* _____ * _____ * _____
Electrical Permit: * _____ * _____ * _____ * _____	Fire Alarm: _____ * _____ * _____ * _____
Plumbing Permit: * _____ * _____	* _____
Elevator Permit: * _____	

Company, Agent, or Owner (please print) \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*\*\*\* ALL APPLICABLE PERMIT NUMBERS MUST BE LISTED \*\*\*\*\***

For questions, contact:  
 Phone: **313-628-2711** or **313-628-2712**  
 Email: **bseed-construction@detroitmi.gov**  
 Fax: **313-628-2635**

This application can also be completed online. Visit [detroitmi.gov/bseed/elaps](http://detroitmi.gov/bseed/elaps) for more information.

