



Buildings, Safety Engineering  
& Environmental Department

## City Of Detroit

### Buildings, Safety Engineering & Environmental Department

# Request for Certificate Of Occupancy (C of O)

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.

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

I hereby request a Certificate of Occupancy for:

Address		Floor/Area/ Suite #	
PROJECT # PRJ		A.K.A.	
Building Permit	*	Fire Alarm	
Mechanical Permit	*		*
	*		*
	*		*
Electrical Permit	*	Fire Alarm	
	*		*
	*		*
	*		*
Plumbing Permit	*		*
	*		
Elevator Permit	*		

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

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Fax# \_\_\_\_\_

For questions please call Derek Rollins 313-628-2712 or Sanders Lee 313-628-2711  
fax 313-628-2635

Request can also be emailed to DERROL@detroitmi.gov or LeeS@detroitmi.gov

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