



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/Are
a/ 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 Ms. Keya Mitchell (313) 628-2712 or Mr. Sanders Lee (313) 628-2711
Fax (313) 628-2635

Request can also be emailed to Mitchellke@detroitmi.gov & LeeS@detroitmi.gov

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

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