

# Certificate of Occupancy Process

FOR GENERAL INFORMATION CALL THE PERMIT INFORMATION CENTER AT (313) 628-2711 or (313) 628-2712

A Certificate of Occupancy & Compliance (C of O) indicates that a building meets all city codes and is safe to occupy.

You may not LEGALLY occupy or use a building without a C of O. The C of O is issued upon request of the customer by the Buildings, Safety Engineering and Environmental Department (BSE&ED) after verification that all the required division approvals (electrical, plumbing, mechanical and building) have been obtained.

There are no fees associated with Certificates of Occupancy other than any outstanding inspection fees that must be paid before a C of O is issued.

## REQUEST PROCESS

When the Building Construction or alteration is complete or substantially complete such that all necessary inspections have been successfully conducted:

**STEP 1:** Customer requests a Certificate of Occupancy at the Permit Information Center, where an application is completed and attached to the Building permit for routing purposes.

**STEP 2:** Customer takes a seat and waits for name to be called

**STEP 3:** Licenses & Permit Clerk notifies customer of approval or denial.

**STEP 4:** If all approvals are on file, the Certificate of Occupancy is issued.

**STEP 5:** If all approvals are not on file, you will be told which ones need to be obtained below.

## CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is issued as required by the Michigan Building Code where a building permit has been issued and completed in compliance with current codes. This department does not issue Certificates of Occupancy for legally existing structures because of periodic building changes. It is infeasible to expect that a building that was completely constructed under a previous building code must conform to current codes each time a change is adopted.

For this reason, the Buildings, Safety Engineering and Environmental Department, does not require a Certificate of Occupancy on an annual basis. However, since the adoption of the Blight Ordinance, most commercial buildings in the city are required to obtain an annual safety inspection. This is to determine that structural, mechanical, electrical and plumbing systems are intact and operational. Upon certification of these systems, a **Certificate of Compliance** is issued to the property owner for posting upon the premises.

## CERTIFICATE OF ACCEPTANCE

Where alterations are made to an existing building under building permit, inspections have been completed and the work is found to comply with current codes, the department will issue a Certificate of Acceptance of that work.

## ZONING VERIFICATION LETTERS

Often it is necessary for an owner to establish that a building is being used for a legally recognized purpose that, in event it should suffer damages, it can legally be rebuilt and reoccupied with the established use. This department will provide upon request the current legal use of a specific property, certifying that this use is permitted to remain, until a permit to change or alter the structure has been obtained. This service is offered in the form of a Zoning Verification Letter. Contact the BSE&ED Administrative Division at (313) 224-3251 for this service.