



Obtaining Certificate of Occupancy

TEMPORARY OR PERMENANT

In order to obtain a **Certificate of Occupancy**, either *permanent* or *temporary*, the follow steps need to be taken:

1. **Obtain DAH (Blight) Clearance**, this can be done at the **Coleman A. Young Municipal Center, Suite 1004**. If this has already been obtained, please make sure to have a copy to submit with your request. The blank form can be obtained in **Suite 408**.
2. The **Applicant** is *required to have pertinent permit numbers*, if you need a permit number, please contact your contractor or the person who actually pulled permit in order to obtain necessary information. Failure to do so can result in a delay in processing time.
3. The **Final Building inspection** must have passed. If **Rough inspection** has passed you may request a *Temporary Certificate of Occupancy*.
4. Once items 1-3 have been taken care of, a request can be accepted by the **Construction Division**
5. If inspections are pending on other trades (Boilers, Electrical, Elevators, Mechanical or Plumbing) and fees are not paid and up to date, this will cause a delay in processing time.
6. Once request is received, there is a **3-5 business day** processing time frame. This excludes *weekends, holidays* or days in which Construction Division is *closed*. Please call after *3 business days* to check on status.