



Milford Charter Township
1100 Atlantic St.
Milford MI 48381
(248) 684-1296
permits@milfordtwpmi.gov

CERTIFICATE OF OCCUPANCY REQUEST

Allow up to 48 business hours for processing.

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the Building Official.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project.

This must be a written request, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number and the Bureau of Fire Services project number (for Schools only).

A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized, and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

LOCATION ADDRESS (FOR WHICH CERTIFICATE IS REQUESTED):

PERMIT NUMBERS:

BUILDING: _____

ELECTRICAL: _____

MECHANICAL: _____

PLUMBING: _____

SEWER CONNECTION: _____

SEWER TAP: _____

FINAL GRADE REPORT: _____

DATE OF APPROVED FINAL BUILDING PERMIT INSPECTION: _____

OAKLAND COUNTY FINAL SEPTIC INSPECTION DATE: _____

OAKLAND COUNTY FINAL WELL INSPECTION DATE: _____

R900 INSPECTION REPORT (IF APPLICABLE): _____

REQUEST DATE: _____

OFFICE USE ONLY:

DATE RECEIVED: _____

STATUS:

☐

TEMPORARY

☐

APPROVED

☐

FINAL

☐

DISAPPROVED

COMMENTS:

