



## *City of Bloomfield Hills*

45 E. Long Lake Road

Bloomfield Hills, Michigan 48304-2322

Phone (248) 644-1520 Fax (248) 644-4813

[www.bloomfieldhillsmi.net](http://www.bloomfieldhillsmi.net)

### **APPLICATION FOR CERTIFICATE OF OCCUPANCY**

The Michigan Building Code (R110) requires that a Certificate of Occupancy be obtained from the Issuing Authority prior to use or occupancy of a building or structure. The Bloomfield Hills City Ordinance requires that an application for a Certificate of Occupancy be submitted to the Building Department after all final inspections have been completed and, when applicable, the final as-built grading plan for the subject property has been approved. **Temporary Certificates will be considered for weather related items only. This application must be submitted no less than two (2) business days prior to the requested date for the certificate.**

Type of Certificate:

Compliance \_\_\_\_\_ Temporary Occupancy \_\_\_\_\_ Final Occupancy \_\_\_\_\_

Zoning: Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Permit # PB: \_\_\_\_\_ Parcel ID: # \_\_\_\_\_

Property Address: \_\_\_\_\_

Permit Holder: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Date the Certificate is required: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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

Reason for Request for TEMPORARY C-O: \_\_\_\_\_

**(NOTE: Bond will not be refunded until Final Certificate of Occupancy is issued.)**

For Department Use:

- Final Inspections Completed \_\_\_\_\_
- Consultant Review Fees Updated: \_\_\_\_\_ Amt. Due: \_\_\_\_\_  
(Consultant Reconciliation attached \_\_\_\_\_)
- SPACE/SPARE plan required? Yes \_\_\_\_\_ No \_\_\_\_\_  
     SPACE/SPARE plan submitted? Yes \_\_\_\_\_ No \_\_\_\_\_
- As Built Grading plan approved? Yes \_\_\_\_\_ No \_\_\_\_\_
- Business License required? Yes \_\_\_\_\_ No \_\_\_\_\_  
     Business License approved? Yes \_\_\_\_\_ No \_\_\_\_\_

**Approved for Temporary Certificate of Occupancy, EXPIRING: \_\_\_\_\_**

**Subject to bond in the amount of \$ \_\_\_\_\_**

**Approved for Final Certificate of Occupancy; refund bond in next check cycle.**

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date