



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

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