## CITY OF DEARBORN HEIGHTS BUILDING DEPARTMENT

6045 Fenton, Dearborn Heights, MI 48127

APPLICATION FOR: CERTIFICATE OF OCCUPANCY \_\_\_\_\_ CERTIFICATE OF COMPLIANCE (RENTAL) **SINGLE FAMILY: \$200 COMMERCIAL (UP TO 2,000 SQ FT.): \$200** CONDOS, TRAILERS, APARTMENTS: \$100 (FOR EACH ADDITIONAL 1,000 SQ FT ADD \$25) \*\*\*\* \$50 REINSPECTION FEE FOR ALL MISSED APPOINTMENTS\*\*\*\* ALL UTILITIES MUST BE TURNED ON FOR AN INSPECTION TO BE SCHEDULED Address to be Inspected: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_\_ Phone #: \_\_\_\_\_ Applicant's address (if different than address to be inspected): Applicant is: Owner \_\_\_\_\_ Purchaser \_\_\_\_ Agent \_\_\_\_ Other \_\_\_\_ Drivers License of Applicant: \_\_\_\_\_ Date of Birth: If house is vacant and all contents have been removed, our inspectors will enter the home either with a lock box combination ( ) or an open door: front back side NAME OF TENANT FOR RENTAL COMPLIANCE: \*\*TO RECEIVE CERTIFICATE OF OCCUPANCY: ALL INSPECTIONS MUST BE PASSED, PROVIDE DEPARTMENT WITH PHOTO ID OF THE BUYER, AND PROVIDE HEAT CERTIFICATION.\*\* OWNER OCCUPIED LICANT: \_\_\_\_\_ DATE: \_\_\_\_\_ **SIGNATURE OF APPLICANT:** PURCHASER NAME: \_\_\_\_\_\_ PHONE #: \_\_\_\_\_ FOR COMMERCIAL PROPERTIES ONLY: Describe in detail the intended use of the building: Name under which business will be operated:

FOR OFFICE USE ONLY

RECEIPT # \_\_\_\_\_\_ VACANT OR OCCUPIED

Fire Marshall must be approved.

ATTENTION: All business operators to secure Certificate of Occupancy before any new Business License is issued by the City Clerk. In order to obtain the Certificate of Occupancy, all final inspections (Building, Electrical, Mechanical, Plumbing, and

INSPECTION DATE:	DAY OF WEEK