

Certificate of Occupancy Request

Surrey Township Building Department

186 N. Superior St. P.O. Box 506 Farwell, MI 48622

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Ph: (989) 588-6914 Ext. 230 Fax: (989) 588-3524

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. All correspondence will be sent to the building permit applicant / property owner.

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, and the plan review submission number, if applicable.

A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized, and the work covered by the building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. The cost of this Certificate is \$25, which is due at the time of application.

If an electrical, mechanical, plumbing, boiler, or elevator permit, or plan review is not required, write "not applicable" or "N/A" on the request form in the appropriate space.

Type of Certificate: Permanent Temporary

<i>BUILDING PERMIT NO.</i>	<i>ELECTRICAL PERMIT NO.</i>
<i>MECHANICAL PERMIT NO.</i>	<i>PLUMBING PERMIT NO.</i>
<i>BOILER PERMIT NO.</i>	<i>ELEVATOR PERMIT NO.</i>
<i>PLAN REVIEW SUBMISSION NO.</i>	<i>PROPERTY OWNER'S NAME</i>
<i>PERMIT APPLICANT'S ADDRESS</i>	<i>JOB LOCATION</i>
<i>APPLICANT'S NAME</i>	<i>APPLICANT'S TELEPHONE NO.</i>
<i>APPLICANT'S SIGNATURE</i>	<i>DATE</i>

Authority: 1972 PA 230

Penalty: Failure to provide the relevant information above may result in the denial of your request.

Amount Paid: \$ _____ Taken By: _____ Date: _____ Approved / Disapproved By: _____