



WASHTENAW COUNTY BUILDING DEPARTMENT

BUILDING INSPECTION – CUSTOMER SERVICE

705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107 – 8645

PHONE (734) 222-3900 FAX (734) 222-3930

eWashtenaw.org

CERTIFICATE OF OCCUPANCY REQUEST

Date Requested: _____

When Required: _____

Project Location: _____ TWP/Village: _____

Contact Person: _____ Phone: _____

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
*FTG	UNDGRND	UNDGRND	PRE-FAB RGH
*BKFL	TEMP SRVC	*SEWER	PRE-FAB FINAL
*SBSL	*PERM SERV	WATER	PRE-FAB GAS TEST
*RGH	*RGH	*RGH	UNDERGROUND
*INSL	*FINAL	*FINAL	*RGH
*MASONRY			*FINAL
*FRRCI			*GAS PRES.TEST
*FINAL			LP TANK/LINE**

*These inspections are usually required. The exceptions depend upon the type of project and/or type of structure.

BLDG: \$ _____ ELEC: \$ _____ PLBG: \$ _____ MECH: \$ _____

Building Permits: Projects of \$10,000 and above, a maximum of 6 inspections. Projects under \$10,000, a maximum of 2 inspections. Any number of inspections over the maximum, are to be charged for at \$45 each.

Trade Permits: \$45 per inspection.

TYPE OF HEAT:

- _____ Nat. Gas
- _____ LP Gas** If LP Gas, a Mech. Permit & inspection are required for LP Tank & Line.
- _____ Geo-Thermal Heat (No gas test or letter required)
- _____ Type of Back up System for Geo Thermal
- _____ Pre-Fab. Fireplace. Permit & Insp. _____ Modular Home factory installed _____

OTHER DOCUMENTATION:

- _____ Water Softener. Permit & Inspection _____
- _____ Modular Home: Building Systems Approval Report.
- _____ Elevators State Approval.
- _____ Loch Alpine Sanitary Auth. (LASA) / Multi-Lake / Portage Lake - Final Inspection Form.
- _____ Transfer Approval from S.E. Depart. Project# _____ Date Issued: _____
- _____ Soil Erosion Permit Transfer Form
- _____ Health Approval Documentation.
- _____ Final Zoning Documentation – Required by:
Dexter Village & Scio Twp.

There may also be other specific documentation required. You will have to read each inspection result to determine what, if any, other documentation is necessary before C of O is issued.

******A TEMPORARY OCCUPANCY CANNOT BE ISSUED WITHOUT SUPERVISOR'S APPROVAL ******

******HEALTH MUST ALSO HAVE AT LEAST A TEMPORARY APPROVAL ******

******TEMPORARY CERTIFICATE OF OCCUPANCY FEE IS \$25******

NOTES: