

**Certificate of Occupancy Request**  
Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes / Building Division  
P.O. Box 30254, Lansing, MI 48909  
Telephone: 517-241-9317 / Fax: 517-241-9308  
www.michigan.gov/bcc

Authority: 1972 PA 230 Completion: Voluntary Penalty: Certificate of Occupancy will not be issued	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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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.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number and the Bureau of Fire Services project number (for Schools only).

**A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.**

If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required write "not applicable" on the request form in the appropriate space.

BUILDING PERMIT NO.	ELECTRICAL PERMIT NO.
MECHANICAL PERMIT NO.	PLUMBING PERMIT NO.
BOILER PERMIT NO.	ELEVATOR PERMIT NO.
PLAN REVIEW SUBMISSION NO. (If Applicable)	BUREAU OF FIRE SERVICES PROJECT NO. (If Applicable)
PERMIT APPLICANT'S ADDRESS	JOB LOCATION
APPLICANT'S SIGNATURE	DATE
TELEPHONE NUMBER (8:00 AM - 5:00 PM) (Include Area Code)	FAX NUMBER (Include Area Code) (Optional)