

CERTIFICATE OF OCCUPANCY REQUEST

Village of Holly Building Department

Karl Richter Center

300 East Street
Holly, MI 48442

Phone: (248) 634-9571 • Fax: (248) 634-4211

www.hollyvillage.org

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the Building 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, and plumbing permit numbers.

A Certificate of Occupancy cannot be issued until all fees are paid including \$125.00 for the issuance of the Certificate of Occupancy, 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 or plumbing permit is not required write "not applicable" on the request form in the appropriate space. Also, include the plan review number if applicable.

Building Permit # PB	Mechanical Permit # PM
Electrical Permit # PE	Plumbing Permit # PP
Plan Review #	Project Location Address
Permit Applicant's Address	Permit Applicant's Phone #
Applicant's Signature	Date

Please check one of the following:

Mail Certificate of Occupancy

Will pick-up Certificate of Occupancy

Mail to Address: _____

Make checks payable in the amount of \$125.00 to the Village of Holly

Date Paid: _____

Check #: _____

Approved Date: _____

Signature: _____