



# City of Ann Arbor

## PLANNING & DEVELOPMENT SERVICES — BUILDING DIVISION

Mailing: 100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

Location: 2000 South Industrial Highway | Ann Arbor, Michigan 48104-6120

p. 734.794.6263 | f. 734.994.8460 | building@a2gov.org

### CERTIFICATE OF OCCUPANCY

**FINAL** \_\_\_\_\_ **DATE OF REQUEST** \_\_\_\_\_

**TEMPORARY (\$30.00 fee)** \_\_\_\_\_ **DATE OF REQUEST** \_\_\_\_\_

In accordance with the current Michigan Building Code (MBC) and/or the current Michigan Residential Code (MRC), a Temporary Certificate of Occupancy (TCO) may be issued for the building and (if applicable) suite listed below upon approval from the Building Official. All noted corrections must be completed and inspected on or prior to the expiration date of the TCO. Failure to fulfill this requirement may result in the immediate suspension of the TCO and the possible vacation of the building and/or the issuance of citations by the City of Ann Arbor or other authorized agency.

Address: \_\_\_\_\_  
Suite # (if applicable): \_\_\_\_\_  
Building Permit #: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Contractor Telephone #: \_\_\_\_\_ Contractor email \_\_\_\_\_  
How many days are requested? \_\_\_\_\_  
Reason for the Request: \_\_\_\_\_

Work to be completed in association with the Temporary Certificate of Occupancy: \_\_\_\_\_

I submit this request for a Temporary Certificate of Occupancy on this date. The City of Ann Arbor Planning & Development Services Unit will provide a response within two (2) business days of my request.

Signature of Petitioner: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Petitioner (please print): \_\_\_\_\_

Email of petitioner: \_\_\_\_\_

**PLEASE NOTE:** The Temporary Certificate of Occupancy Request fee **must** be paid at the time of submission.

#### OFFICIAL USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ EXPIRES ON: \_\_\_\_\_

Special Conditions or Requirements: \_\_\_\_\_