



**WASHTENAW COUNTY BUILDING INSPECTION**

705 N. Zeeb Road • Ann Arbor, MI 48103

Phone: (734) 222-3900 • Fax: (734) 222-3930 • Inspections: (734) 222-3720

www.ewashtenaw.org

**COMMERCIAL CERTIFICATE OF OCCUPANCY REQUEST**

Date Requested: \_\_\_\_\_

When Required: \_\_\_\_\_

Project Location: \_\_\_\_\_ TWP/Village: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
*FTG	UNDGRND	UNDGRND	RADIANT RGH
*FND REINF	TEMP SRVC	*SEWER	RADIANT FINAL
*BKFL	*PERM SERV	WATER	PRESSURE TEST
*SBSL	*RGH	*RGH	UNDERGROUND
*RGH	*FINAL	*SHOWER PAN	*RGH
*INSL	RGH LOW VOLTAGE	*FINAL	*FINAL
*MASONRY	FINAL LOW VOLTAGE	*WTR SOFTENER	*GAS PRES.TEST
*FRRCI			* LP TANK/LINE**
*FINAL			

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

BLDG: \$ \_\_\_\_\_ ELEC: \$ \_\_\_\_\_ PLBG: \$ \_\_\_\_\_ MECH: \$ \_\_\_\_\_

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TEMP SRVC	*SEWER	RADIANT FINAL
*PERM SERV	WATER	PRESSURE TEST
*RGH	*RGH	UNDERGROUND
*FINAL	*SHOWER PAN	*RGH
RGH LOW VOLTAGE	*FINAL	*FINAL
FINAL LOW VOLTAGE	*WTR SOFTENER	*GAS PRES.TEST
		* LP TANK/LINE**

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*PERM SERV	WATER	PRESSURE TEST
*RGH	*RGH	UNDERGROUND
*FINAL	*SHOWER PAN	*RGH
RGH LOW VOLTAGE	*FINAL	*FINAL
FINAL LOW VOLTAGE	*WTR SOFTENER	*GAS PRES.TEST
		* LP TANK/LINE**

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FINAL LOW VOLTAGE	*WTR SOFTENER	*GAS PRES.TEST
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Building Permits: For commercial projects the number of inspections to completion are not charged. Trades however are charged at \$50.00 per inspection over the initial inspections purchased on the permit

LICENSE \_\_\_\_\_ FIRE MARSHALL \_\_\_\_\_ FIRE SUPPRESSION: RGH \_\_\_\_\_  
FOOD \_\_\_\_\_ P2 \_\_\_\_\_ HYDRO TEST \_\_\_\_\_ : FNL \_\_\_\_\_

**TYPE OF HEAT:**

- \_\_\_\_\_ Natural Gas
- \_\_\_\_\_ LP Gas\*\* If LP Gas, a Mech. Permit & inspection are required for LP Tank & Line.
- \_\_\_\_\_ Geo-Thermal Heat (No gas test required)
- \_\_\_\_\_ Type of Backup System for Geo Thermal
- \_\_\_\_\_ Radiant Floor-Boiler- State certificate if State inspected

**OTHER DOCUMENTATION:**

- \_\_\_\_\_ Air Balance Reports
- \_\_\_\_\_ Third Party Inspection Reports
- \_\_\_\_\_ Engineering Reports
- \_\_\_\_\_ Pool State Approval
- \_\_\_\_\_ Modular Homes: State Building Systems Approval Report. (i.e. only If constructed to state code)
- \_\_\_\_\_ Elevators State Approval.
- \_\_\_\_\_ Health Approval Documentation.
- \_\_\_\_\_ Final Zoning Documentation – Required by: **City of Dexter, Scio Twp. & Webster**

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\*\*\*\***

**\*\*\*\*TEMPORARY CERTIFICATE OF OCCUPANCY FEE OF \$200.00 PER MONTH\*\*\*\***

**\*\*\*\*HEALTH MUST ALSO ISSUE AT LEAST A TEMPORARY APPROVAL\*\*\*\***