

Certificate of Occupancy Request
 Village of Estral Beach
 Building Department
 7194 Lakeview Boulevard, Newport, MI 48166
 734-586-8380
 EstralBeachBuildingDepartment@gmail.com
 www.EstralBeachVillage.org

EB-BD05

Authority: 1972 PA 230 Penalty: Failure to provide the information may result in denial of your request.	The Village of Estral Beach is an equal opportunity employer. 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 must be a written request, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, and the plan review submission number (if applicable).

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. C of O fee of \$50 may have been paid as part of the Building Permit Application.

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

PA 230 of 1972, 125.1513, "... the enforcing agency shall issue a certificate of use and occupancy within 5 business days after receipt of a written application therefor on a form to be prescribed by the enforcing agency and payment of the fee to be established by it."

BUILDING PERMIT NO.	ELECTRICAL PERMIT NO.
MECHANICAL PERMIT NO.	PLUMBING PERMIT NO.
BOILER PERMIT NO.	ELEVATOR PERMIT NO.
PLAN REVIEW SUBMISSION NO. (If Applicable)	OTHER (If Applicable)
PERMIT APPLICANT'S ADDRESS	JOB LOCATION ADDRESS
APPLICANT'S SIGNATURE	DATE
TELEPHONE NUMBER (8:00 AM - 5:00 PM) (Include Area Code)	FAX NUMBER (Include Area Code) or email address:

FOR OFFICE USE ONLY

Construction Type: _____

Type of Occupancy: USE OCCUPANCY

Fee of \$50 Collected: _____ Date: _____