

# CERTIFICATE OF OCCUPANCY APPLICATION

## CITY OF WIXOM/BUILDING DEPARTMENT

49045 PONTIAC TRAIL, WIXOM, MI 48393

PHONE (248) 624-0880 / FAX (248) 624-0867

INSPECTION REQUEST (248) 624-0882

The items below reflect a summary of the requirements for the issuance of a Certificate of Occupancy through the Building Department. The current State code reads that a new or altered building or structure... shall not be used or occupied until the certificate of use and occupancy is issued.

No certificate of Occupancy permits will be given until all approvals are obtained, all fees paid and any required escrow monies established. Final inspection for each of the categories listed must be completed and approved prior to the desired date of the issuance of the Certificate. Submission of a written request must be received ten (10) days prior to the desired date of the issuance of the Certificate of Occupancy.

1. **ENGINEERING:** *Hubbell, Roth and Clark (248) 338-9241*
  - (a) All necessary engineering permit review and inspection fees must be paid in full.
  - (b) All site improvements as indicated on the approved Final Engineering Drawings must be completed conforming to the approved plans. All punchlist items must be addressed.
  - (c) All easements (water main, etc.), agreements maintenance/guarantee bonds and as-built plans must be submitted in an approvable form (per City Standards).
  - (d) Final approval for all public water and/or sanitary sewer systems.

All subdivisions, condominiums and apartments must submit final as-built drawings in an approvable form (City standards) and complete all paving, grading, and landscaping prior to the issuance of any Certificate of Occupancy permits beyond the eight-fifth (85) percent of all lots/units being completed.

2. **BUILDING:** *(248) 624-0880*
  - (a) All necessary building permit fees must be paid in full.
  - (b) Final Plumbing Approval. The installation of the water meter must be completed before approval will be given. A request for the installation of the meter must be made 5 days in advance of the request for final plumbing inspection. EarthTech handles meter installations; they can be reached at (248) 624-6421.
  - (c) Final Electric Approval.
  - (d) Final Mechanical Approval.
  - (e) Final Building Approval, including all required data requested in previous review comments.

3. **PLANNING AND LANDSCAPING:** LSL (248) 586 -0505

- (a) All necessary Planning Commission/City Council fees must be paid in full.
- (b) Site Plan constructed and conforming to the approved site plan.
- (c) Landscape and site planting installed and conforming to the approved site plan.
- (d) Handicap signs, fire lane signs, other signs, and parking lot striped and conforming to approved plans.
- (e) Tree escrow(s) paid in full.

4. **FIRE DEPARTMENT:** (248) 624-1055

- (a) Fire Department final building/site approval.

A Temporary Certificate of Occupancy may be issued subject to the weather conditions not allowing for site plan requirements to be met and the approval of the Building Department. A cash bond or bank letter of credit for 150% of all outstanding site improvements must be submitted prior to issuance of a Temporary Certificate of Occupancy. The cash bond/letter of credit must be made payable to the City of Wixom. Temporary Certificate of Occupancies are good for a period of six (6) months at which time all site improvements must be completed.

5. **REQUEST FOR CERTIFICATE OF OCCUPANCY:**

SITE ADDRESS: \_\_\_\_\_ SPR# \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

I understand and have fulfilled all of the aforementioned requirements:

APPLICANT'S SIGNATURE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_  
(PLEASE PRINT)

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

To schedule inspections, please contact the Building Department inspection line at (248) 624-0882 Monday through Friday. (24 hour system, seven days a week)

Should you have any questions regarding these items, please contact the Building Department at (248) 624-0880, Monday though Friday, 8:30 a.m. to 5:00 p.m.

**BUILDING DEPARTMENT USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ BY WHOM: \_\_\_\_\_

COMMENTS: \_\_\_\_\_