

Livingston County Building Department

2300 East Grand River Suite 104, Howell MI 48843

546-552-3240



APPLICATION FOR RESIDENTIAL CERTIFICATE OF OCCUPANCY

Upon completion of a building project this application and all necessary documents (listed below) must be completed and submitted by the permit holder to the Livingston County Building Department (LCBD). There will be a minimum of 48 hours processing time from the receipt date of all paperwork.

ALL FINAL INSPECTIONS RELATING TO THE PROJECT MUST BE COMPLETED AND APPROVED PRIOR TO MAKING APPLICATION.

Property Address: _____

Permit Number: _____ Date: _____

Contractor: _____ Occupant Name: _____

Please complete the following checklist and submit all necessary paperwork with this application. Note: Failure to provide all necessary documents will render the application null and void.

- A certificate of insulation for any blown cellulose insulation, Signed by the installer. A blank certificate is available from the LCBD counter.
- Blower Door Test report
- Final health approval for the well and/or septic system from the Livingston County Health Department.

In addition to a land use permit, a final zoning compliance inspection is required if the project is located in one of the following townships. Your township must be contacted to order a final zoning inspection.

Hamburg	Phone #: (810) 231-1000	Putnam	Phone #: (734) 878-3131
Cohoctah	Phone #: (517) 546-0655	Howell	Phone #: (517) 546-2817, x117
Marion	Phone #: (517) 546-1588	Deerfield	Phone #: (517) 546-8760
V. Fowlerville	Phone #: (517) 223-3771	V.Pinckney	Phone # (734) 878- 6206
Putnam	Phone#: (734)878-3131		

I would like to receive my CO by the following method(s):

- U.S. MAIL; WILL BE MAILED TO PERMIT HOLDER

FAX: _____

HOLD FOR PICK-UP

IT IS UNLAWFUL TO USE OR OCCUPY A STRUCTURE WITHOUT A CERTIFICATE OF USE AND OCCUPANCY UNDER MICHIGAN COMPILED LAW 125.1513.

All information submitted with this application is accurate to the best of my knowledge.

Signature

Printed Name

Day Time Phone Number _____