

Commercial Certificate of Occupancy requirement list

This is meant as a guide to assist with gathering all required items prior to the issuance of a Certificate of Occupancy. Depending on the scope of work for your project, there may be additional information required.

Architect certification – to confirm the exterior façade was completed as per the board approval. Form available online at: <https://bloomfieldtp.org/Resources/Forms/Building-Division/As-BuiltCertificate.aspx>

Landscape as-built certification and planting inspection – Must submit (3) sets of drawings to confirm compliance with the board approval.

All safety path and sidewalk repairs completed as required.

As-built engineered site plan/parking/accessory structures – Must submit (3) sets of drawings to confirm all site related items are compliant as approved.

State Fire Marshal inspection and approval (as required) – must provide copy for Township inspector

State Elevator inspection and approval (as required) – must provide copy for Township inspector

Oakland County Health Department inspection and approval (as required) – must provide copy for Township inspector.

The new or altered area must be determined to be safe for occupancy by the Building Division and Fire Department prior to requesting a Certificate of Occupancy.

Residential Certificate of Occupancy requirement list

Final Grade as-built certification and approved inspection – Must submit (3) sets of drawing to confirm compliance with the board approval.

Obtain planting inspection and approval.

NOTE:

All permits must have a minimum of a Partial Approval on the final inspection prior to consideration of a Certificate of Occupancy request.