



APPLICATION FOR CERTIFICATE OF OCCUPANCY
CITY OF MOUNT CLEMENS COMMUNITY DEVELOPMENT DEPARTMENT
ONE CROCKER BOULEVARD, MOUNT CLEMENS MI 48043
 Office: (586) 469-6818 EXT 2; Inspection Line: (586) 469-6814 EX 915;
 Fax: (586) 469-7695



Permit No. _____

Property Address				
FOR RESIDENTIAL USES ___ Owner Occupied ___ Rehab for Resale ___ Rental				
Applicant's Name				
Applicant's Address		City	State	Zip Code
Email		Telephone Number	Fax Number	
FOR COMMERCIAL/INDUSTRIAL USES ___ New Business to the City ___ Relocation within the City ___ Change of Use				
Name of Business		Type of Business		
Applicant's Name				
Applicant's Address		City	State	Zip Code
Owner's Name (if different)	Address	City	State	Zip Code
Email		Telephone Number	Fax Number	
INSPECTIONS AND FEES				
<p>Building Department inspections and reinspections are available by appointment on Tuesday, Wednesday, and Thursday at 9:00 a.m. Inspections must be scheduled 24 hours in advance. They may be made by calling the inspection hotline at (586) 469-6818 ext 915 or in person at the Building Department office at the Mount Clemens Municipal Building, 1 Crocker Blvd. Mount Clemens MI 48043. A completed application and payment must be received before the inspections will be scheduled.</p> <p>Fire Department inspections are scheduled separately. Please call (586) 469-6840 to set up an inspection.</p>				
Residential		Commercial		
___ Single Family Unit \$160.00		___ All \$300.00		
___ Two Family Unit \$ 200.00		*The City accepts cash, checks, and credit cards.		
___ Three + Family Unit \$ 300.00		Make checks payable to the City of Mount Clemens.		
All reinspection, permit, and rental fees are charged separately.				
I, the undersigned, understand that all violations (plumbing, mechanical, electrical, building, and zoning) must be corrected prior to occupancy. I agree to apply for all permits before commencing work on the property.				
SIGNATURE OF APPLICANT _____		DATE _____		
I. VALIDATION – FOR DEPARTMENT USE ONLY				
DATE OF INSPECTION:		INTAKE BY:		