



RESIDENTIAL OCCUPANCY REQUEST FORM

CITY OF NOVI

COMMUNITY DEVELOPMENT DEPARTMENT

(248) 347-0415 FAX: (248) 735-5600

To schedule inspections please visit www.cityofnovi.org

TCO

C/O

Please do not submit this form until all approvals for this project are received.

2 working days notice are required for processing (does not start until all approvals are received)

Builder's Name: _____ Email: _____

Cell Phone Number: _____ Permit Number: _____

Job Address: _____

Subdivision: _____ Lot No. _____

PERMIT NUMBERS ARE REQUIRED FOR TCO OR C/O PROCESSING

PLUMBING APPROVAL (FINAL)

Permit # _____

HEATING APPROVAL (FINAL)

Permit # _____

FIREPLACE FINAL

Required

Not Required

Permit # _____

ELECTRICAL APPROVAL (FINAL)

Permit # _____

REFRIGERATION APPROVAL

Required

Not Required

Permit # _____

BUILDING APPROVAL (FINAL)

Permit # _____

WETLANDS APPROVAL

Yes

No

Not Required

FINAL GRADE APPROVAL

WOODLAND/WETLAND FINAL GRADE APPROVAL

DISCLOSURE STATEMENT

WATER ANALYSIS

Required

Not Required

RESIDENTIAL GAS PRESSURE TEST/ AFFIDAVIT

Permit # _____

WELL APPROVAL (OAKLAND COUNTY)

Required

Not Required

SEPTIC APPROVAL

Required

Not Required

WOODLANDS APPROVAL

Yes

No

Not Required

STREET TREE APPROVAL (Only required for homes that are not in a development)

Yes

Signature: _____

Date: _____

*\$1,000 TCO bond refund - Please note that the bond will go to the address of the applicant that was originally on the building permit application at time of submittal. If this information has changed please indicate on this form which address it should be mailed to.