



OFFICE USE ONLY
Filing Fee: \$150
 Submission Date: _____

APPLICATION FOR TEMPORARY CERTIFICATE OF OCCUPANCY

City of Mt. Pleasant - Building Safety Department
 320 W. Broadway Street, Mt. Pleasant, MI 48858
 (989) 779-5347 • www.mt-pleasant.org

PROPERTY/APPLICANT INFORMATION				
Project Address:				
Building Permit Number:				
Type of Occupancy (check one)	Commercial		Residential	
Owner Name:				
Owner Address:		State:	Zip:	
Daytime Phone:	Mobile:	Fax Number:		
E-mail:				
CONTRACTOR INFORMATION				
Contractor Name:				
Contractor Address		State:	Zip:	
Contractor Phone:		Contractor Email:		
DEFICIENCIES	(Describe items to be completed)			Cost to Complete
TOTAL COST				\$
<p>I hereby certify that I have the authority to make the foregoing application and the application to the best of my knowledge, is complete and correct and that the permitted construction will conform to the applicable building code regulations and local ordinances.</p> <p>_____ Date</p> <p>Signature of Contractor, Authorized Agent or Homeowner</p>				

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BOND REQUIRED (PER SECTION 154.115 B)	YES	NO	
AMOUNT OF BOND OR PERFORMANCE GUARANTEE (Total cost of items above:	\$		
TCO APPROVED FOR:			
_____		_____	
BUILDING OFFICIAL SIGNATURE		DATE	

INFORMATION AND INSTRUCTIONS FOR TEMPORARY CERTIFICATS OF OCCUPANCY

All new construction will require a final Certificate of Occupancy (for both residential and commercial). A Certificate of Occupancy (CO) is issued when all construction is completed and all building inspections are approved, all fees have been paid, and all other department holds have been released. A Temporary Certificate of Occupancy (TCO) may be requested when the majority of the construction is completed and only minor issues remain. The job must comply with all American with Disabilities Act (ADA) and life safety requirements.

Required Documentation:

- 1) Temporary Occupancy Application Fee**
- 2) List of items or features not completed for the final inspection**
- 3) The cost associated with completing each item**

Residential TCO – allows the homeowner to occupy the home.

Commercial TCO – allows the occupant to occupy the space for the purposes of racking, merchandising, stocking, employee training and placement of furniture.

CONDITIONS OF TCOs

1. Minimum processing time for applications is three (3) working days. The completed application may be dropped off or mailed with the appropriate fee.
2. Approvals are based upon approval of all departments and agencies that reviewed and approved the original building permit applications.
3. TCO's may only be issued when a building may be safely occupied prior to the issuance of a final Certificate of Occupancy. All required structural, electrical, gas, mechanical, plumbing and fire protection systems must be inspected for compliance. All life/safety issues must be resolved before approval of a TCO.
4. A Temporary Certificate of Occupancy shall be effective for up to a period of time, not to exceed (6) six months, which shall be determined by the Building Official and specified in the Temporary Certificate of Occupancy.