

**CERTIFICATE OF OCCUPANCY REQUEST**

Village of Holly Building Department  
202 S. Saginaw St.  
Holly MI 48442  
(248) 634-9571 Fax (248) 634-4211  
[www.vi.holly.mi.us](http://www.vi.holly.mi.us)

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official.

The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers.

**A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.**

If an electrical, mechanical, or plumbing permit is not required write “not applicable” on the request form in the appropriate space. Also, include the plan review number if applicable.

<b>Building Permit Number</b>	<b>Mechanical Permit Number</b>
<b>Electrical Permit Number</b>	<b>Plumbing Permit Number</b>
<b>Plan Review Number</b>	<b>Job Location</b>
<b>Permit Applicant’s Address</b>	<b>Phone Number</b>
<b>Applicant’s Signature</b>	<b>Date</b>

**Please circle one of the following:**

Mail Certificate of Occupancy

Will pick-up Certificate of Occupancy

Mail to Address:

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