

CITY OF ROMULUS
DEPARTMENT OF BUILDING & SAFETY
APPLICATION FOR CERTIFICATE OF OCCUPANCY

Date of request _____

Address of Structure _____ Suite _____

Square Footage of principle building _____ sq. ft. USE GROUP _____

Name of Owner/Owner's Agent _____ Telephone # _____

Owner/Owner Agent's Address _____ City _____ State _____ Zip Code _____

I authorize release of the city certification inspection report to prospective buyer and/or prospective buyer's agent. Yes No

Authorized Signature _____

Complete for Commercial and Industrial Structures

Name of Business _____

Description of Business _____

Business Proprietor _____ Telephone # _____

Proprietor's Home Address _____ City _____ State _____ Zip Code _____

Purchaser Information

Date _____

OWNER OCCUPIED
 RENTAL PROPERTY

Name of Purchaser _____ Telephone # _____

Purchaser's Current Address _____ City _____ State _____ Zip Code _____

Authorized Signature _____

Department of Public Works Use Only

I hereby certify that a site inspection was performed at the above listed site, approve disapprove (see attachment) the site work and release of the Certificate of Occupancy.

Authorized Signature _____ Date _____

City Clerk Office Use Only

I hereby certify that a business license/registration has been submitted to this office and approve release of the Certificate of Occupancy.

Authorized Signature _____ Date _____

Department of Building & Safety Use Only

Property ID Number _____ Zoning _____

Building Permit Number _____ or City Certification Number _____

Request Approved for Letter to Close Request Approved for Temp. C.O. Request Approved for final C.O.

Comments _____

Authorized Signature _____ Date Approved _____

Temp C.O. issued by _____ Date Issued _____

Final C.O. issued by _____ Date Issued _____

A cash bond is required for temporary certificates of occupancy and letters to close. A minimum of 48 hours for processing after final inspection approval is required. Please note: a city certification inspection of the interior & exterior of the structure, including accessory structures, is a visual inspection only. Neither the inspection nor any certificates of occupancy issued in conjunction with said inspection constitute a warranty or guarantee from hidden defects.