



VILLAGE OF GRAND BEACH  
 48200 Perkins Blvd., Grand Beach, MI 49117  
 (269) 469-3141 Fax (269) 469-0146

**CERTIFICATE OF OCCUPANCY REQUEST FORM**

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 form, after completed by permit holder or authorized agent must be turned in to the Clerk's Office after the final inspection has been completed by the Building Inspector. Certificate of Occupancy will be issued after all requirements are met, including the submission of this form.

**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 submission number if applicable.

|  |                                   |
|--|-----------------------------------|
| BUILDING PERMIT NO.                        | MECHANICAL PERMIT NO.             |
| ELECTRICAL PERMIT NO.                      | PLUMBING PERMIT NO.               |
| PLAN REVIEW SUBMISSION NO. (IF APPLICABLE) |                                   |
| PERMIT APPLICANT'S ADDRESS                 | JOB LOCATION                      |
| APPLICANT'S SIGNATURE                      | DATE                              |
|  | TELEPHONE NO. (8:00 AM – 5:00 PM) |