

# CERTIFICATE OF USE AND OCCUPANCY REQUEST

## Clare County Community Development Department - Clare County Building

225 W. Main St., P.O. Box 438, Harrison, MI 48625 • Office: 989.539.2761

Fax: 989.539.3041 • www.clareco.net

*"Our goal is to provide a safer place to live, work and play"*

**INSTRUCTIONS:** Copy information from the building permit as appropriate onto this form. If a copy of the building permit is not available, call or visit the Clare County Community Development at (225 W. Main St. Harrison, MI) for a new copy. A Certificate of Use and Occupancy fee of \$5.00 is due upon submission. Submit all materials with fee made payable to the Clare County Building Department. Thank you.

Date of Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant of Record: \_\_\_\_\_ Property Address: \_\_\_\_\_

Building Permit#: \_\_\_\_\_ Zone: \_\_\_\_\_

Permit Approval Date: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mechanical Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Electrical Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Plumbing Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**\*\*\*HOMEOWNER MUST provide FINAL septic approval from Health Department\*\*\***

I hereby affirm that the project located at the above Property Address is in compliance with Michigan Residential Code and/or Michigan Building Code along with all other applicable requirements. All conditions of approval or findings of fact related to the Michigan Residential Code and/or Michigan Building Code above have been met. I understand that the Certificate of Occupancy fee is non-refundable. If County officials find that the project is not in compliance with the Building Permit, then issuance of a Temporary Certificate of Occupancy may be required with payment of the additional fee, or enforcement action may be taken.

Building Permit Applicant (print): \_\_\_\_\_

Building Permit Applicant Signature: \_\_\_\_\_



Equal Housing Opportunity  
Equal Opportunity Employer



**This Institution is an Equal Opportunity Provider**