



CITY OF BELLEVILLE
BUILDING DEPARTMENT
6 MAIN STREET
BELLEVILLE, MI 48111

PHONE 734-697-9323 X 7015

FAX 734-697-6837

CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

DATE: _____

ADDRESS: _____

CURRENT ZONING: _____

PROPOSED USE: _____

FURNACE CERTIFICATE MUST BE PROVIDED FROM A LICENSED MECHANICAL CONTRACTOR REGISTERED WITH THE CITY OF BELLEVILLE

DATE REQUESTING INSPECTION: _____

LOCK BOX # _____

OWNER: _____

ADDRESS: _____

_____ PHONE # _____

APPLICANT: _____

ADDRESS: _____

_____ PHONE # _____

EMAIL _____

APPLICANT SIGNATURE: _____

Permit Cost:

*Residential \$298.00

*Commercial \$357.00

CITY OF BELLEVILLE
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Certificate of Occupancy General Information

General

A Certificate of Occupancy is required by City Ordinance for all commercial and residential one and two family dwellings. It shall be unlawful for any person to occupy or reoccupy such structures without first obtaining an occupancy permit.

Before occupancy permit is issued an inspection from the city building and electrical inspector is required. The cost for two inspections from each trade (building & electrical) are covered from the fees collected at the time application is made. Attached are the forms each inspector will be using when inspecting the property. All inspections are covered under the Property Maintenance Code adopted by the City of Belleville.

Once the initial inspection is completed by each inspector a list of corrections will be provided. After the corrections are completed the applicant must call the Building Department to schedule a follow up inspection to verify all corrections are complete. If all the corrections are completed a Certificate of Occupancy will be issued. If all the corrections are not completed to the satisfaction of the inspector an additional inspection will be required for an additional follow up inspection. If an additional inspection is required an additional inspection fee must be paid before the inspector will re-inspect any violations.

A Certificate of Occupancy application is required for each address when multiple units exists.

Furnace Certificate

A Furnace Certificate is required for each applicant. A furnace inspection is not part of the Certificate of Occupancy fees paid to the City of Belleville at the time the application is submitted. The applicant must provide a mechanical contractor registered with the City of Belleville to fill out the form provided at an additional cost paid for by the applicant. **The contractor must register with the City of Belleville as a Mechanical Contractor before the form provided will be accepted by the Building Department.**

Bonds and Temporary Certificate of Occupancy (Temporary C of O's only issued in extraordinary circumstances determined by the Building Official)

A Temporary Certificate of Occupancy may be issued to occupy the home while corrections are completed. A monthly fee is required for a Temporary Certificate to be paid each month until a final Certificate of Occupancy is issued. The bond amount will be determined from the amount of corrections that need to be completed from inspection conducted by the city inspectors. All bonds are a minimum of \$500 (dollars). Bonds will be returned when a final inspection and Certificate of Occupancy is issued. All unpaid fees will be deducted from the bond such as reinspection fees and monthly Temporary Certificate of Occupancy payments.

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6 MAIN STREET, BELLEVILLE, MI 48111

Certificate of Occupancy Electrical Inspection Form

ADDRESS _____
PERMIT NO. _____ DATE _____
APPLICANT _____
INSPECTOR _____ BUILDING USE _____
APPROVE FOR CERTIFICATE OF OCCUPANCY YES _____ NO _____

Replace Electrical Service _____

Install proper ground _____

Insufficient outlets _____

Improper wiring _____

Improper installation _____

Deteriorated or damaged wiring _____

Cover plate missing _____

Swimming pool not wired to code _____

Three-way switch to stairway required _____

GFI required _____

Lighting required _____

Exit and emergency lights _____

Other _____

**City of Belleville, Building Department
6 Main Street, Belleville, MI 48111**

-CERTIFICATE OF OCCUPANCY-

ADDRESS _____
PERMIT NO. _____ DATE _____
APPLICANT _____
INSPECTOR _____

Outside

- Remove weeds
- Provide street address
- Repair chimney
- Egress doors for commercial property must be 32" clear opening
- Sheathing or siding not protected from weather
- Downspouts/Water must drain away from foundation
- Shingles missing/roof needs repair
- Holes in siding; seal with weather proof material
- Parking must meet Local Ordinance
- Debris/rubbish on property must be removed
- Hedges must not extend over sidewalks
- Repair gutters
- Repair roof
- Need railing to front/rear porch to meet Code
- Deck not in compliance with Ordinance requirements
- Storage not in compliance with Local Ordinance
- Outside spigots must have backflow preventers
- Repair/replace glazing
- Repair/replace screens
- Caulking around windows
- Seal joints in brick
- Flashing needs repair/replacement
- Paint gas line
- Sign not in compliance with Sign Ordinance
- _____
- _____
- _____
- _____

Basement

- Handrails installed to Code
- Provide light and ventilation to habitable space
- Install steps to Code
- Open stairs must provide guardrails to Code
- Smoke detectors must be provided
- Provide handrails to basement
- Call City to repair/replace leaking water meter
- Repair/replace deteriorating floor joist(s)
- Support structural beam members
- Provide guards for basement window with rat-proof shields or other approved protection against entry of rodents
- Permanently secure beam supports
- Seal all holes with exterior weatherproof material
- Repair leaks in foundation walls
- Repair holes in foundation walls
- Provide furnace certification from a Registered Mechanical Contractor with form provided by Building Department
- Repair/replace sanitary pipes
- Repair/replace water pipes
- Building Permit required for repairs

Basement, cont.

- Basement hatch must be in good repair to prevent entrance of weather and rodents
- Mechanical Permit required for repairs
- Electrical Permit required for repairs
- Provide ventilation to exterior from bathroom
- Repair/replace rotted wood on floors
- Provide documentation from Registered Design Professional for repairs
- _____
- _____
- _____

Interior

- All exit doors must be readily openable
- Provide smoke detectors on all levels
- Repair windows inoperable
- Provide Michigan Barrier-Free restrooms
- Provide guardrails/handrails on stairways
- Provide register covers
- Provide exit signs hard wired with battery backup
- Need Fire Inspection
- Repair floors
- Repair walls
- Repair ceilings
- Repair wallpaper
- Repair carpet (trip hazard)
- Repair doors
- Repair bathroom exhaust fan – must flow to exterior with vent
- All outlets must be provided with covers
- Work done without permit; must provide permit before Certificate of Occupancy issued
- Repair/replace leaking faucets
- Provide door handles to all doors
- _____
- _____
- _____
- _____

Please call the building department for a re-inspection after all items on the list have been completed. All items must be completed before receiving a Certificate of Occupancy.

NOTE: This inspection represents Health & Hazard items visually observed by the Inspector at the time of inspection. Other faults may not be discernible at this time. This inspection is not to be construed as conclusive, but will be to Code according to local municipal ordinance, as determined by the Inspector at the time of inspection.

CITY OF BELLEVILLE

FURNACE/BOILER CERTIFICATION (REQUIRED FOR EACH HEATING UNIT)

CONTRACTOR INFORMATION

MECHANICAL CONTRACTOR _____

ADDRESS: _____ PHONE # (____) _____

LICENSE # _____ CATEGORY # _____ MESC _____

LOCATION

JOB LOCATION: (ADDRESS) _____

OWNER: _____ PHONE# (____) _____

FURNACE/BOILER CONDITION

MAKE: _____ MODEL: _____ SERIAL # _____

HEAT EXCHANGER (CONDITION) _____

LIMIT CONTROL (CONDITION) _____

GAS CONTROL VALVE: _____

VENTING (CONDITION) _____ SIZE: _____ TYPE: _____

CHIMNEY (CONDITION) _____ SIZE: _____ TYPE: _____

EXPANSION TANK (CONDITION) _____ FILTER _____

SAFETY & PRESSURE RELIEF VALVES: _____

SHUT OFF VALVES & LOCATION: _____

BACKFLOW PREVENTOR W/AIR VENT: _____

CHEMICAL CONDITIONERS MUST HAVE:

Required air gap or reduced pressure backflow preventer (TYPE): _____

CONTRACTOR (SIGNATURE) _____ DATE: _____

NOTE: ALL REPAIRS OR REPLACEMENTS MUST BE LISTED ON THE BACK OF THIS FORM