

## Request for Certificate of Occupancy

Project Name: \_\_\_\_\_ Requested Date of Inspection: \_\_\_\_\_  
(Three-business days notice required for inspection)

Project Address: \_\_\_\_\_ Requested Time of Inspection: \_\_\_\_\_

I request that an inspection for a Certificate of Occupancy pursuant to Article 4, Division 8 of the City of Portage Zoning Code and/or Section 110 of the Michigan Building Code be scheduled and conducted and a Certificate of Occupancy be granted for the above referenced property. All construction, alterations, additions or modifications are complete and fulfill all conditions as specified in the City of Portage Codified Ordinances concerning the structure/site located at the above address. I acknowledge that failure to demonstrate sufficient completion may result in additional reinspection fees.

I understand that it is a code violation (Section 110 of the Michigan Building Code) to occupy or use any portion of the building and/or change the existing occupancy classification of the building until a Certificate of Occupancy has been issued. I further realize that failure to comply may result in formal enforcement action including the issuance of a civil infraction ticket and/or an order to vacate the structure.

I understand that once the inspection has been completed, the Department of Community Development will issue a Certificate of Occupancy or advise me in writing of any issues or work that remains to be addressed. Issuance of a Temporary Certificate of Occupancy will require submittal of a performance bond or other surety acceptable to the city to ensure completion of all building and/or site improvements.

Requested By: \_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

Submit Requests To: Department of Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002 Fax (269)329-4506