

REQUEST FOR CERTIFICATE OF OCCUPANCY

INSPECTION DATE: _____ TIME: 11:00 am – 2:00 pm

COMMERCIAL:

Business (Property) Address: _____ Business Name: _____

Business Phone # _____ Business Fax # _____

RESIDENTIAL:

Property Address: _____

TENANT: (If Other Than Property Owner)

Name: _____ Address: _____
Phone #: _____

PROPERTY OWNER:

Name: _____ Address: _____
Phone #: _____

2nd Contact Person (Emergency)

Name: _____ Address: _____
Position: _____ Phone #: _____

Description of Business: _____

Send Violation(s) Report To:

_____ Name _____ Address _____ City _____ State _____ Zip _____

ALARM COMPANY'S NAME, IF ANY: _____

Phone #: _____

Type of Alarm (Please circle all that apply) Door Motion Smoke Button

Comments: _____

PLEASE NOTE: If you have any hazardous materials at your business site, please be advised that you **MUST** supply this information to the Clawson Fire Department by way of a materials safety data sheet. Please contact the Fire Department if you need any information.

Also, it is a great help to both the Fire Department and the Police Departments if you place your business name and address on Both the Front and Rear Doors of your business.

Police/ Fire Dept. (Dispatch): 248-524-3477 Emergency Call: 911

_____ \$200.00 (Commercial) _____
_____ \$175.00 (Residential) _____ Applicant's Signature _____ Date _____

Certificate of Occupancy Applicant Instructions

Commercial

When a commercial property is going to be leased out after being vacant - tenant or owner needs to fill out a request for certificate of occupancy application and chemical survey (see attached).

Fee is \$200.00

Residential:

When owner wants a certificate of occupancy inspection for residential – use the same form but put property address where it says Residential.

Fee is \$175.00

Residential (Foreclosed homes – need all utilities turned on before first certificate of occupancy inspection scheduled).

Fee is \$150.00

PROCEDURES TO RE-OCCUPY FORECLOSED/UNFIT HOMES

The following procedures **MUST** be followed to occupy home.

1. Applicant applies for a C of O. (Pays \$175.00)
2. Bldg. & Planning sends copy of application to DPW.
3. Applicant is responsible for having the gas and electricity turned back on.
4. Applicant then contacts DPW to turn water back on. (No charge)
(Applicant must pay any outstanding balance on the water account when requesting turning the water back on)
5. DPW turns water on and inspects the water meter. (By appointment only and access to the interior is required)
(If gas and electricity is not on at the set time of the appointment – the water will not be turned on).
6. Applicant sets an inspection date for the C of O. (Tues. & Thurs.) 2hrs
7. Bldg. & Planning sends out the C of O written report within 10 business days.
8. Applicant completes all items on the report.
9. Applicant sets a final C of O inspection. If NOT completed – either Not Approved or a Temp. C of O can be issued. (\$30.00 additional fee)
10. Bldg. & Planning issues a C of O within 10 business days of an approved final inspection.

Dear Facility Owner/Operator:

Section 141 of the Michigan Occupational Safety and Health Act (MIOSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each fire fighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of MIOSHA can be met.

To assist our department in fulfilling its responsibilities under MIOSHA, we are requesting that you complete the enclosed survey. If your firm does not use or produce any hazardous chemicals (see attached definitions), you still need to complete the form. This information can be beneficial to you and your fire fighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include material safety data sheets (MSDS); a listing of the hazardous chemicals by name, along with the greatest amount that may be located on site at one time; and the actual locations of the chemicals at your facility.

Please complete the survey and forward to (City of Clawson, Building Department, 425 N. Main, Clawson, MI 48017) within ten (10) days. All surveys including negative responses will be kept on file for future use and to satisfy MIOSHA requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please contact John MacDougall (Fire Marshal) at 248-435-4500, extension 114.

Thank you for your cooperation.

**City of Clawson
Building Department**

If the above ten (10) procedures to occupy residential foreclosed homes are not completed within a 6 month span a new C of O application must be obtained.

For Residential Foreclosed Homes

Please Note: 2006 International Property Maintenance Code. Section 107 Notices and Orders

Section 107.5. Transfer of Ownership

It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

The inspectors are the following:

- 1) James Albus - (Building, Fire Safety & Property Maintenance)
- 2) Jack Roche - (Electrical)
- 3) Dan Murray - (Heating & Plumbing)

First certificate of occupancy inspections are always on Tuesdays & Thursdays (usually 11:00 a.m. – 2:00 p.m.). James Albus (Building Inspector) will do the final inspection – Monday through Friday (9:30 a.m. – 12:00 p.m. or 2:00 p.m. – 4:00 p.m.).

For all inspections, please contact Sue Felix in the Building Department at 248-435-4500 (ext. 121).

CHEMICAL SURVEY

Information:

This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended and the Fire Prevention Code, PA 207 of 1941.

Instructions:

Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (Example: Both a Class 3 - Flammable and a Class 6 - Poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, MARK "DO NOT HAVE" BOX.

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but at least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

This site is: ___ Chemical User – (Chemicals used in activities on site).
 ___ Chemical-Producer – (Chemicals manufactured at this site, includes packaging).
 ___ Other – Mark this box if chemicals are stored on site, but not used or produced.
 Please Specify. (Examples: Service Station, Retail Store, and Storage Facility).

Date Completed: _____

Site Address: _____

Name of Premises: _____

Site Telephone #: _____

Emergency Contacts: (Include Private Alarm/Security Companies)

<u>Name/Title</u>	<u>Business Phone #</u>	<u>Home Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

