

City of Melvindale

BUILDING DEPARTMENT
3100 Oakwood Boulevard,
Melvindale, Michigan 48122
(313) 429-1060 Fax (313) 383-3993
www.melvindale.org

ADMINISTRATIVE USE ONLY

Inspection Date: _____ **20** _____

All Certificate of Occupancy inspections are scheduled in a BLOCK of time from **9am-1pm** on Wednesdays and Fridays. *There must be either a person, or a lock box code to allow entry at the time above.* Cancellations can be made 24 hours in advance by calling 313-429-1060.

Lock Box Code: _____

APPLICATION FOR USE PERMIT AND CERTIFICATE OF OCCUPANCY

Property to be inspected:

Number: _____

Street: _____

The undersigned hereby makes application for a Use Permit and Certificate of Occupancy for use of building and/or land as herein described.

Please explain reason for Inspection:

Existing and/or previous use of building and/or land: **Owner Occupied?** **Rental?** (ANSWER REQUIRED)

Single Family Residential Multi-Family Residential Multi-Unit Apartments: _____ # of units

Commercial: _____ # of square feet Manufacturing: _____ # of square feet

Other: PLEASE DESCRIBE _____

This property is:

Vacant: since _____ OR **Occupied by** Owner Tenant: Will the tenant remain? Y N

APPLICANT NAME: _____

I, **the Applicant**, am the: OWNER BUYER AGENT representing the: BUYER SELLER

OTHER _____

OWNER(S): OWNERS NAME AND OR COMPANY INFORMATION HERE

Mailing Address: _____

City, State, Zip: _____

Phone1: () - Phone2: () - Email: _____ @ _____

Owners Date of Birth: _____ Owners Drivers License Number: _____

AGENT: AGENT AND OR COMPANY INFORMATION HERE (anyone who is not the property owner)

Property management, please provide a copy of your signed contract.

Mailing Address: _____

City, State, Zip: _____

Phone1: () - Phone2: () - Email: _____ @ _____

Applicants Date of Birth: _____ Applicants Drivers License Number: _____

THIS IS AN ADMINISTRATIVE INSPECTION INTENDED FOR CITY USE THE CITY OFFERS NO WARRANTIES EXPRESS OR IMPLIED BASED UPON THESE INSPECTIONS AND WARNS THAT ADDITIONAL UNNOTICED VIOLATIONS MAY EXIST. (THIS INSPECTION IS NOT INTENDED TO TAKE THE PLACE OF A PRIVATE HOME INSPECTION.)

NOTE: THIS IS NOT A PERMIT FOR USE OR OCCUPANCY OF LANDS OR BUILDINGS.

I HEREBY AFFIRM that all the above statements are true to the best of my knowledge and belief, and that the provisions of all Ordinances applicable hereto will be strictly complied with.

X

Applicant Signature _____

Date _____

Single-family residence: \$180.00 +\$25.00 = \$205.00 **Two-family residence:** \$250.00 +\$25.00 = \$275.00

Multiple Residential: COMMON AREA: \$180.00 +\$25.00 = \$275.00 min, +EACH UNIT \$ 65.00 per unit

Total Due: _____