

**CITY OF CENTER LINE  
CERTIFICATE OF OCCUPANCY APPLICATION**

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**PLEASE READ THE PARAGRAPH'S BELOW, CONCERNING YOUR INSPECTION**

**RESULTS WILL BE GIVEN IN WRITING WITHIN 7 TO 10 DAYS  
NO INFORMATION WILL BE GIVEN OVER THE PHONE OR BY FAX**

🕒 Due to the volume of inspections, we are unable to schedule specified times. Inspections are performed between 9:00 A.M. and 4:00 P.M. on Tuesday and Thursday of each week, unless otherwise notified.

**PLEASE NOTE!!** The fee includes **one (1)** re-inspection, however, it does **not** include any permit fees, should there be any required by the inspection results. Fee by square footage: \$300 for up to 50,000 square feet, \$400 for over 50,000 square feet.

There will be two (2) inspectors that will inspect the property. The inspectors do **not** travel together. Persons unable to be present during the inspection may leave a key with City Hall or install a lockbox and leave the combination with City Hall. **\*\*Inspectors do not call before going to a property for inspection.**

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Building Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Building Use: Comm: \_\_\_\_\_ Lt. Indus.: \_\_\_\_\_ Heavy Indus.: \_\_\_\_\_ Other: \_\_\_\_\_

Explain Use: \_\_\_\_\_

Applicant/Tenant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License# (of applicant) \_\_\_\_\_

(A copy of the applicant's driver's license is also needed)

Building Owner: \_\_\_\_\_

Owner address: \_\_\_\_\_

Total Square footage/Tenant Usage: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Width/Length: \_\_\_\_\_ Max. Number of Employees: \_\_\_\_\_ Largest Single Shift: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**OFFICE USE ONLY:**

DATE OF INSPECTION \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Circle Fee:	\$300	\$400
	0-50,000 sq.ft.	over 50,000 sq. ft.