

Effective March 25, 2004

We are receiving more and more requests for partial or temporary occupancy permits. Per 2009 Michigan Building Code, 2009 Michigan Residential Code and Public Act 230 of 1972 the following information is necessary on any written request for us to determine if it is possible:

1. Clearly defined area of request relating to the occupancy request.
2. Why the temporary occupancy is required is **required**.
3. Date of project completion.
4. List of incomplete work and the completion dates for each.
5. Date temporary occupancy is requested.
6. Final inspection fee of \$30.00 per trade is required.

Application for temporary or partial occupancy will be processed as follows:

1. Each contractor that has permitted work in this area shall arrange as inspection with the appropriate inspector.
2. These inspections shall be reported to the Building Official when all inspections are approved.
3. The Building Official and his designee **will** examine inspection reports and determine **if** occupancy can be granted for a pre-determined period of time.
4. Partial or temporary occupancy permits issued **will** include special instructions and an expiration date.

Any requests, phone calls, or notes received by our personnel should be directed to Gary Campbell. The Charter Township of Caledonia accepts no liability for occupants during this time