

Western Washtenaw Construction Authority

Building and Trade Permits

Requirements for Certificate of Occupancy

This is a **partial list** of the most common items required for C of O. This may not be all-inclusive. Other items may be required due to design or method of building. Please call for additional information.

1. Building, Electrical, Plumbing, and Mechanical Inspectors must conduct and approve the final inspection. If not approved Inspector may approve a Temporary C of O.
2. The following items must be completed for a C of O:
 - * Property address permanently posted with letters 4" high
 - * One coat of paint on drywall (primer ok)
 - * Trim installed on doors in privacy areas, bedrooms and bathrooms
 - * Safety glazing installed where required
 - * Finished stairs installed, handrails and guardrails completed
 - * One finished bathroom
 - * Functional kitchen
 - * Smoke detectors operational and interconnected on all levels
 - * CO detectors operational
 - * Front entrance complete
 - * Attached garage drywall completed.
 - * Health Department approval for septic and well systems
 - * Where decks are to be built later, doors need to be secured or guard rails installed
 - * Blower door test
 - * Insulation certificate
 - Laundry hookups complete
 - Attached garage floor completed
 - Finish Grade sloped away from house at 1 inch per ft. for 8 feet.
 - Finish floors in wet areas
 - Gutters and downspouts
 - Weather tight exterior
 - Sump pump discharge

For modular homes the State of Michigan Building Systems Approval Report must be submitted.

The Building Official may grant a Temporary C of O for a short period of time while correction of minor items is taking place. **All items that have a star (*) next to it need to be completed for a Temporary C of O. Also, a fee of \$25.00 plus additional inspection fees need to be paid for the Temporary.**

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