



# TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION Commercial, Industrial, and Institutional

Township Staff Only:

Permit # \_\_\_\_\_

Submission Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**Submission requirements/Checklist:**

This form is required for change in use, ownership, and/or occupancy.

Valid only for a maximum of 6 months.

- Provide one (1) copy of this completed application.
- \$100 fee required at time of application (check or cash only)

**1. PROPERTY INFORMATION**

Parcel Site/Site Address: \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address (if different): \_\_\_\_\_

Owner Email: \_\_\_\_\_

Occupant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupant Email: \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Type of Use: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Purpose of Certificate:  Change in Use  New Occupant  Change in Occupancy

Occupant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**2. DESCRIPTION OF USE (attach documents, if needed)**


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**Commercial, Industrial, and Institutional**

**3. SKETCH LOCATION** *(attach documents, if needed)*

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**TOWNSHIP USE ONLY BELOW THIS LINE**

Building Code Official Signature \_\_\_\_\_

Building Code Official Name Printed \_\_\_\_\_

Date Issued (mm/dd/yyyy) \_\_\_\_\_ Date Expires (mm/dd/yyyy) \_\_\_\_\_

Zoning Official Signature \_\_\_\_\_

Zoning Official Name Printed \_\_\_\_\_

Date Issued (mm/dd/yyyy) \_\_\_\_\_ Date Expires (mm/dd/yyyy) \_\_\_\_\_

Fee Received: Check # \_\_\_\_\_ Date: \_\_\_\_\_

Township Signature: \_\_\_\_\_