



Department Date Stamp



City of Hillsdale
Code Enforcement Department
97 N Broad St
Hillsdale, MI 49242
(517) 437-6440
codeenforcement@cityofhillsdale.org

Please submit this application along with a \$100 non-refundable application fee – covers the initial inspection. \$50 per additional inspection if initial is not approved.

Application for Residential Use and Occupancy Permit

Note: for multiple-unit properties, a separate application is required for each unit, even if housed within the same building.

Property Information:

1. Main Property Address: _____
a. Unit Address for this Permit (Apartment/Suite #): _____

Applicant Information:

2. Applicant is (check all that apply): ___ Owner ___ Occupant ___ Agent (provide written authorization)
Applicant's Name: _____
Applicant's Mailing Address: _____
Daytime Phone Number: _____
Email: _____
Emergency Contact's Name (Key Holder): _____
Emergency Contact's Phone Number: _____

IF OTHER THAN APPLICANT:

Ownership Information:

Owner's Name: _____
Daytime Phone Number: _____
Other Phone Number: _____

Occupant's Information:

Occupants' Name: _____
Daytime Phone Number: _____
Other Phone Number: _____

Current Use:

3. Describe the specific use for the unit for this permit (if only one unit being inspected): _____

Overall use of the building:

- a. ___ Residential – Single Unit
- b. ___ Residential – Multiple Unit (2-4 Units) # of Units: ___
- c. ___ Residential – Multiple Unit (Over 4 Units) # of Units: ___
- d. ___ Residential – Transient (B&B, Hotel, Motel) # of Units: ___
- e. ___ Mixed-Use – Residential & Non-Residential Multiple Unit Bldg # of Units: ___

4. Most Recent Prior Use (if different from original and/or current use):

- a. Building Permit #: _____
- b. Date prior use ceased: _____
- c. Change in # of Units: Previous: _____ Current: _____

5. Original Use of Building (if different from most recent prior or current use): _____

Inspection:

_____ Per Ord. No. 2024-04, I attest that the property is my principal residence. I understand that I am exempt from a required Use and Occupancy permit, however, I would like to apply for a Use and Occupancy permit and agree to allow the City to schedule an inspection.

Applicant's Signature

Date

- Hillsdale Municipal Code of Ordinances, Section 6-63. **Use and Occupancy (U&O) Permit Required.** It shall hereafter be unlawful for any person to enter into the use or occupancy of any structure or portion thereof or to permit or suffer the use and occupancy of any structure or portion thereof located in the city without having first obtained a valid use and occupancy permit from the code official, or his designee, in accordance with the provisions of this article. Any person who shall violate any provision of this section shall, upon a finding of responsibility, be chargeable with and responsible for a municipal civil infraction pursuant to chapter 20 of the Code of the City of Hillsdale and all other applicable ordinance provisions of the 2012 International Property Maintenance Code. Understanding that a person seeking use and occupancy for their primary residence which they own and in which they will reside is responsible for their own wellbeing, the structure or portion thereof occupied by the current owner of record for which they have filed and been granted the Principal Residence Exemption pursuant to MCL 211.7cc shall be exempt from this provision; provided, however, that an owner may opt to seek a permit for use and occupancy of their primary residence at their discretion.
- Documents provided to the City of Hillsdale may be subject to disclosure under the Freedom of Information Act. Applicants hereby expressly consent to the City's reproduction of documents in response to FOIA requests.
- **The U&O inspection is for IPMC Compliance ONLY. The inspection is not an in-depth inspection of electrical, mechanical, plumbing and/or structural integrity and is not intended to replace a certified home inspection.**

FOR OFFICE USE ONLY:

Zoning Administrator Review:

Zoning District: _____

Is the requested use in compliance with regulations of this district? Yes No

If No, is this a grandfathered existing use (must have been in existence prior to adoption of current regulations)? Yes No

____ Approved ____ Denied

Signature of Zoning Administrator

Date