

FOR OFFICE USE ONLY	
Date Received:	
Received By:	
Permit #:	



Application Fee: \$100
 Additional Inspections: \$50/ea

97 N Broad St, Hillsdale, MI 49242 | (517) 437-6455 | code@cityofhillsdale.org

USE & OCCUPANCY PERMIT APPLICATION

Applicant is (check all that apply): Owner Occupant Agent (authorized to provide access)

APPLICANT INFORMATION (provide all that is applicable)	OCCUPANT INFORMATION (if not applicant) (provide all that is applicable or known)
Name:	Name:
Business Name:	Business Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Emergency Contact (Key Holder):	Emergency Contact (Key Holder):
Emergency Contact Phone:	Emergency Contact Phone:

PROPERTY INFORMATION	INSPECTION INFORMATION
Main Address:	Units/Buildings to be Inspected:
Specific Use of Unit:	
Note: Permits for multi-family properties, including apartment complexes, can be issued per unit or per building. Please specify, under the Inspection Information, which units or buildings will be inspected by the City Fire Department along with the common areas.	

If there has been a change in the use of the property, including the number or use of separately occupied units, a Zoning Compliance Permit is also required

OVERALL USE OF THE BUILDING			
Note: For mixed-use properties, specify the number and type of units that comprise the structure in the appropriate sections below			
Occupancy Type	Description	Exception	# of Units
Non-Residential Long-Term	Owner-occupied or leases of 1 year or more	N/A	
Non-Residential Short-Term	Leases of less than 1 year – including pop-up stores/business incubators, meeting/conference rooms, etc.	N/A	
Warehouse/Mini-Storage ONLY	No regular presence by employees or the public	For spaces to be used for occasional “warehouse sales,” use Short-Term section. For shipping/receiving, use Long-Term section.	

Residential Long-Term	Leases of 1 year or more. Each unit includes exclusive use of sleeping, food preparation, and bathing areas	For rentals over 27 days by the bedroom, enter information under Semi-Transient section.	
Residential Short-Term	27 days or less – including Bread and Breakfast, Hotel/Motel, Airbnb/VRBO, guest housing, etc.	N/A	
Residential Semi-Transient	More than 27 days, less than 1 year – includes dorms, student rentals, rooming houses rented by the bedroom with shared kitchen/bath/living areas, etc.	N/A	

APPLICANT SIGNATURE	
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.**

Hillsdale Municipal Code of Ordinances, Section 6-65. Inspection. Upon receipt of said application for use and occupancy permit, the code official, or his designee, shall conduct or cause to be conducted such inspection of the structure and premises as he responsibly requires and deems necessary to assure and determine the compliance of said structure and premises with the current provisions of the International Property Maintenance Code, as promulgated and published by the International Code Council, Inc., and adopted by reference in section 6-61.

Hillsdale Municipal Code of Ordinances, Section 36-84. Appeal procedure. (a) An appeal may be taken to the board of appeals by any person, firm or corporation, or any officer, department, board or bureau affected by a decision of the building inspector. Such appeal shall be taken within such time as shall be prescribed by the board of appeals, by general rule, by filing with the building inspector and with the board of appeals, specifying grounds thereof. The building inspector shall forthwith transmit to the board of appeals all of the papers constituting the record upon which the action appealed from was taken.

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.