

**NOTICE PROCEDURES -
TOWNSHIP ASSESSORS**

Chapter 2.40

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2.40.010 Applicability.

This chapter applies only to construction within the city which requires a certificate of occupancy before any new, reconstructed or remodeled building may be lawfully occupied. (Ord. 1976-A-2 § 5.)

2.40.020 Building commissioner to file unexecuted certificate of occupancy with assessor.

Prior to the issuance of a certificate of occupancy pursuant to the ordinances of the city, the building commissioner shall file an unexecuted certificate of occupancy with the township in which the building is located. (Ord. 1974-A-2 § 1.)

2.40.030 Assessor's receipt - Contents - Filing by building owner or contractor.

The owner, building contractor or other person responsible for the construction thereof shall cause to be filed with the city building commissioner a receipt from the township assessor, on a form prescribed by such assessor, showing that the unexecuted certificate of occupancy has been so filed and that the property is subject to increased assessment from the date of issue of the certificate of occupancy on a proportionate basis for the year in which the improvement was completed. (Ord. 1976-A-2 § 2.)

2.40.040 Certificate of occupancy - Filing of assessor's receipt required before issuance.

The building commissioner shall not issue a certificate of occupancy until the township assessor's receipt is so filed with the building commissioner. (Ord. 1976-A-2 § 3.)

2.40.050 Certificate of occupancy - Filing of certified copy required after issuance.

The building commissioner shall cause to be filed with the township assessor's office a certified copy of the certificate of occupancy after said certificate is issued. (Ord. 1976-A-2 § 4.)

2.40.060 Multiple unit structures - Deemed occupied when.

Multiple unit structures shall be deemed initially occupied or initially used when the first unit is occupied or used. (Ord. 1974-A-2 § 6.)