



Building Department
 6000 Middlebelt Road, Garden City MI 48135
 734.793.1650 Fax 734.793.1651
 24 hour inspection line 734.793.1656

Date _____

For Department Use Only		Paid _____
Permit Fee _____	Plan Review _____	
ICC Review _____	Bond _____	

CERTIFICATE of OCCUPANCY APPLICATION - COMMERICAL

1. Building Information

Property address _____
 Property ID _____

2. Applicant Information

****Please note, NO certificate will be issued until the applicant's mailing address is verified****

Applicant's Name _____ Drivers License # _____
 Business Relationship to Property (please circle) Owner Occupant
 Mailing address _____ Suite/Unit # _____
 City _____ State _____ Zip Code _____
 Main Telephone # _____ Other Telephone # _____
 Email Address _____
 Corporate headquarters _____

***If LLC President or Chief Executive Officer Name, phone number, address and drivers lic required.**

3. Property Owner Information

****Please note, NO certificate will be issued until the property owner's mailing address is verified****

Owner's Name _____ Drivers License # _____
 Mailing address _____ Suite/Unit # _____
 City _____ State _____ Zip Code _____
 Main Telephone # _____ Other Telephone # _____
 Email Address _____
 Owner's Signature _____

***Authorizing this application and inspection of the premises**

4. Business Information

Current Use _____
 Proposed Use _____

Building / Site vacant? yes no If Yes, how long? _____
 Interior alteration? yes* no As-is/Move In

***(If yes, Building permits may be required)**

Business Information (continued)

Number of employees _____ Hours of Operation _____

Anticipated type of deliveries _____

Square footage _____ Type of refuse collection _____

Description of proposed use:

5. Fee/Applicant Signature

- \$350.00 – Includes Zoning and Plan Review, Building, Electrical, Fire Safety, Mechanical, and Plumbing Inspections

***Only payments in the form of cash or checks (made payable to the City of Garden City) will be accepted**

Applicant Signature _____

Printed Name _____ Date _____

- Do not write below this line -

1. Zoning Review

Location address _____

Date Forwarded to DDA (if necessary) _____

Parcel ID _____ Lots _____

Crossroads _____

Zoning _____ Use Permitted? yes no If yes - Permitted Special use

Reviewer Name _____

Signature _____ Date _____

2. Building Department Review

Approved Denied Reviewer Name _____

Signature _____ Date _____

Date Business License was applied for: _____

3. Community Development Department Review

Approved Denied Reviewer Name _____

Signature _____ Date _____

Date Business License was applied for: _____

Community Development Department
734-793-1650

CERTIFICATE OF RE-USE/RE-OCCUPANCY APPLICATION PROCESS

On behalf of the citizens of Garden City, the Community Development Department would like to thank you for your interest in our great City. The following is an abbreviated description of the Certificate of Occupancy process for commercial businesses. Please contact us at the above number if you need assistance.

1. Pick up application at the Building Department located at City Hall or on-line at www.gardencitymi.org.
2. Pay fee and submit application and receipt of payment to the Building Department.
3. Application submittal shall include.
 - a. Scale and north point.
 - b. Name, address, and phone number of the applicant and the person preparing the drawing.
 - c. Zoning classification of the subject site.
 - d. Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each lot shall be indicated.
 - e. Front, side, and rear setbacks dimensioned from the minimum location(s).
 - f. Existing and proposed driveways and edges of all existing and proposed paved surfaces, as required.
 - g. Parking spaces for the use.
 - h. The outline and dimensions of all existing and proposed exterior building walls on the site.
 - i. All exterior site improvements or modifications proposed in conjunction with the use described on the sketch plan, including, but not limited to, building construction, new pavement, landscaping, and site clearing.
 - j. A floor plan describing the use of all interior floor space.
 - k. Trash receptacles and method of screening

**A current aerial photograph may be used if no site changes are proposed or required

4. Your application will be reviewed. You will be notified by mail on the results of the review. If the original application is denied, a fee of \$50.00 will be charged for each additional address/application submitted for the same use at a different location. (There is a 90- day limit to reapply).
5. If approved, you shall be directed to the clerk's office at City Hall, to submit a Commercial Business License Application. Once submitted, you will be directed to the Building Department to schedule inspections. **BUILDING INSPECTIONS MUST BE SCHEDULED BY THE APPLICANT, IN PERSON.**
6. The Fire Department will contact you to schedule the Fire Marshal's inspection **AFTER** the Building inspections are scheduled. Follow-up inspections by both the Building Department and the Fire Department may be required. **A Knox Box is required for all commercial properties (ordering instructions attached).** The Fire Department can be reached at (734) 793-1780 for non-emergencies.
7. Once all inspections are completed and approved, only the Clerk's office can issue the final Certificate of Occupancy and business license.

DO NOT OCCUPY THE BUILDING OR OPEN FOR BUSINESS UNTIL BOTH THE CERTIFICATE OF OCCUPANCY AND THE BUSINESS LICENSE HAVE BEEN ISSUED. OPENING YOUR BUSINESS WITHOUT THE REQUIRED APPROVALS IS A VIOLATION OF THE CITY ORDINANCE, A CRIMINAL MISDEMEANOR, AND PUNISHABLE BY FINE AND/OR JAIL.