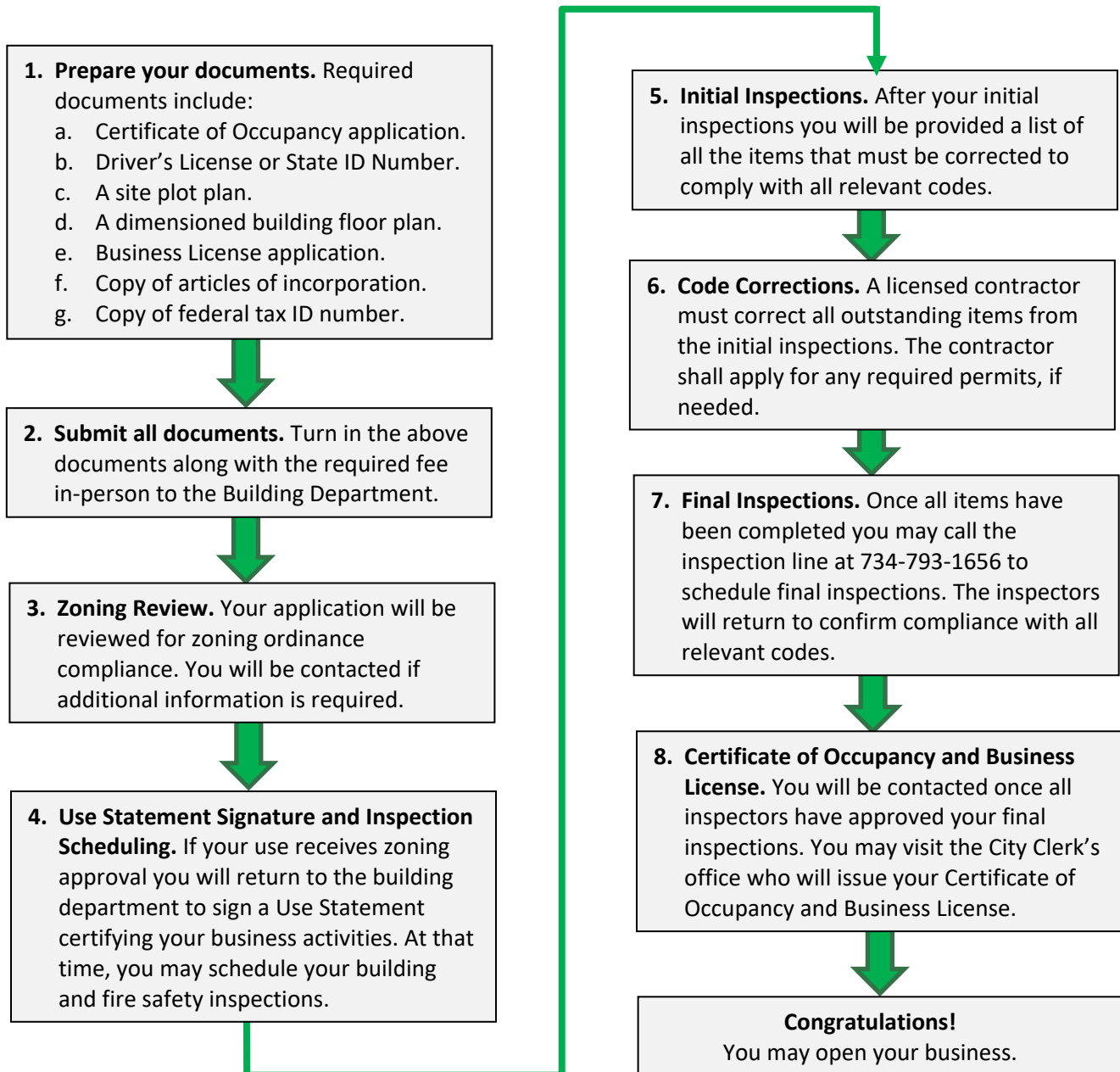


**INSTRUCTIONS AND REVIEW PROCESS FOR A
CERTIFICATE of OCCUPANCY APPLICATION - COMMERCIAL**

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.



Required Plot Plan Information

A site plot plan must include the items listed below. A current aerial photograph may be used if no site changes are proposed or required and if all parking spaces can be easily identified.

- a) Scale and north arrow.
- b) Zoning classification of the subject site.
- c) Property boundary lines and dimensions; if more than one lot is included in the site, the lot lines of each lot shall be indicated.
- d) Front, side, and rear setbacks dimensioned for all buildings.
- e) Existing and proposed driveways and edges of all existing and proposed paved surfaces, as required.
- f) Parking spaces for the use.
- g) The outline and dimensions of all existing and proposed exterior building walls on the site.
- h) 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.
- i) Trash receptacles and method of screening

Required Floor Plan Information

A floor plan must include the interior dimensions of all walls, the door locations, any counters or display cases, bathrooms, offices and a general description of activities in each room. (Merchandise display, manager's office, employee break room, inventory storage, etc. For barber shops/beauty salons identify each individual stylist chairs or service areas. For restaurants include all seating locations and the dimensions of the dining room areas.)

Digital PDF Plans Required

Applicants submitting any plot plan and/or floor plan sheets larger than 8.5 x 11 inches must also submit a digital PDF format at the time of application.



City of Garden City - Building Department

6000 Middlebelt Road, Garden City MI 48135

Phone: 734.793.1650 · 24-hour inspection line: 734.793.1656

E-Mail: building@gardencitymi.org

Website: gardencitymi.org

CERTIFICATE of OCCUPANCY APPLICATION - COMMERCIAL

1. Proposed Business Information

Business Name (*Doing Business As/Name on Building*) _____

Business Owner's Name _____

(*If business owner is an LLC, add name of registered agent*) _____

Business Owner's Driver's License # _____

Business Owner's Address (*Not business property address*) _____

City _____ State _____ Zip Code _____

Business Owner's Telephone _____ Email _____

2. Property Owner Information*

Property Owner's Name _____

(*If property owner is an LLC, add name of registered agent*) _____

Property Owner's Driver's License # _____

Property Owner's Address _____

City _____ State _____ Zip Code _____

Property Owner's Telephone _____ Email _____

Property Owner's Signature (**Required**) _____

** If business owner owns property, leave section blank*

3. Property Information

Business Property Address _____

Current Use _____ Proposed Use _____

Property/Lot Area _____ Building Square Footage _____

Number of Employees _____ Days and Hours of Operation _____

Interior Alterations Required? _____ (*If yes, building permits may be required. Speak to Building Official*)

Does site have dumpster enclosure? _____ (*If no, construction of dumpster enclosure will be required*)

Does the business or employees require State/County licenses/permits? _____ (If yes, copies must be provided)

Description of proposed use: (Please provide as much information as possible regarding activity going on at the property, types of products sold or services provided, number of tables if a restaurant, number of styling stations for a salon, size of customer waiting area for carry-out restaurants, etc.)

4. Required Site Plot Plan and Floor Plan

Additional Required Information: ALL applications must include a site plot plan and building floor plan. Applications WILL NOT BE ACCEPTED without a site plot plan and building floor plan. See attached page for information required on these documents.

Please initial the following to acknowledge that you have submitted the required documents.

Site Plot Plan (Applicant's Initials) _____

Dimensioned Building Floor Plan (Applicant's Initials) _____

Property Owner Signature (Applicant's Initials) _____

5. Fee and Applicant Signature

Application Fee: \$350.00 Includes Zoning Review, Building Official and Fire Safety Inspections.

By signing below, I acknowledge that I shall not occupy the building or open for business until both the certificate of occupancy and the business license have been issued. I grant city inspectors authorization to access the property to determine compliance with all applicable ordinance requirements. I understand that opening a business without the required approvals is a violation of the city ordinance, a criminal misdemeanor, and punishable by fine and/or jail.

Applicant Signature _____

Printed Name _____ Date _____



APPLICATION FOR BUSINESS LICENSE

(Articles of Organization/Incorporation MUST be Attached)

Approved Use: _____

BUSINESS NAME (DBA):	BUSINESS ADDRESS:	BUSINESS PHONE:
BUSINESS MAILING ADDRESS:	CITY/STATE/ZIP:	FED TAX ID#:

Is this a transfer of a current Garden City Business to a new location? YES NO

If YES, what is the old address?

LEGAL BUSINESS NAME:
TYPE OF BUSINESS: (Check One)
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation

RESPONSIBLE PARTY/OWNER:	PHONE #:	DATE OF BIRTH:	DRIVERS LICENSE #:
ADDRESS:	CITY/STATE/ZIP:	EMAIL:	

CO-OWNER/PARTNER:	PHONE #:	DATE OF BIRTH:	DRIVERS LICENSE #:
RELATIONSHIP:	CITY/STATE/ZIP:	EMAIL:	

PROPERTY OWNER:	ADDRESS:	CITY STATE ZIP:
PHONE #:	EMAIL:	

I swear that all information provided in this application is true and valid. I understand that I am responsible for the yearly renewal of my business license which becomes due every year on February 28th. I also understand that the failure to receive a renewal notice does not waive late fees assessed if license is not renewed prior to February 28th.

REGISTERED AGENT SIGNATURE: _____ Date: _____

EMERGENCY CONTACT: _____ PHONE #: _____

ADDRESS: _____ EMAIL: _____

OFFICE USE ONLY: Tax Payments Current Water Bills Current

POLICE APPROVAL:	DATE:	FIRE APPROVAL:	DATE:
BUILDING APPROVAL:	DATE:	COMMENTS:	