



COMMERCIAL RE-OCCUPANCY INFORMATION AND APPLICATION

CITY OF WAYNE – PLANNING DEPARTMENT

APPLICATION INFORMATION

This application is used to request a Commercial Certificate of Occupancy due to the following:

- New Business
- Change of Ownership of Business

Application will be reviewed by the City Planner to ensure the proposed use meets zoning district requirements. There is a fee of \$100.00. ***Applicants are encouraged to contact the City Planner to discuss and resolve any zoning issues or concerns prior to submitting application.***

City of Wayne Planner
(734) 722-2000

Once the Application is approved you are required to pay for and schedule your inspections at the Building & Engineering Department, 3200 S. Wayne Rd. Wayne, MI 48184 (734) 728-9100. There is a fee of \$350.00.

INSPECTION INFORMATION

Your Certificate of Occupancy will require inspections by the following Specialty Inspectors:

- Building
- Electrical
- Mechanical
- Plumbing
- Backflow
- Fire Marshal

Inspections are performed Monday through Friday, from 8:00 a.m. until 4:00 p.m. (days may vary depending on specialty).

PREPARING FOR YOUR INSPECTION

- Make sure all areas of the building space are accessible for inspectors.
- Utilities should be connected and serviceable.

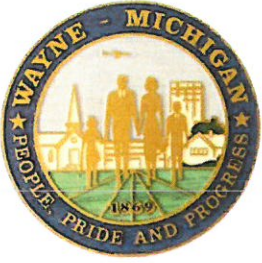
INSPECTION REPORT

- Inspection reports expire if the property is not approved for occupancy within 6 months of the original inspection.
- Inspection reports are valid for the applicant and proposed business only.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy will be issued after a re-inspection has been performed and all noted violations have been corrected, required repairs have been made and all fees have been paid. Certificate of Occupancy must be obtained prior to occupation of building.

Certificates of Occupancy are prepared in the business name.



CITY OF WAYNE
3355 SOUTH WAYNE ROAD
WAYNE, MICHIGAN 48184
734-722-2000
ZONING PERMIT APPLICATION

NOTICE: YOU MAY NOT OCCUPY THIS BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY

DATE: _____ ZONING: _____

PROPOSED BUSINESS NAME: _____

PROPERTY ADDRESS: _____

PROPERTY OWNERS NAME: _____

PROPERTY OWNERS PHONE: _____

SITE PLAN APPROVAL: NOT REQUIRED REQUIRED

APPLICANTS NAME: _____

APPLICANT ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

PRIOR USE: _____

PROPOSED USE: _____

BLDG. SQ. FOOTAGE: _____

PARKING SPACES: _____

NUMBER OF JOBS CREATED: _____

APPLICATION FEE: \$100.00

All information provided is true and completed to the best of my knowledge, and I have read and understand all parts of the application:

APPLICANT SIGNATURE: _____ DATE: _____

(TO BE COMPLETED BY CITY OFFICIAL)

THE CERTIFICATE OF OCCUPANCY INSPECTION REPORT SHALL ALSO INCLUDE THE FOLLOWING SITE CONDITIONS:

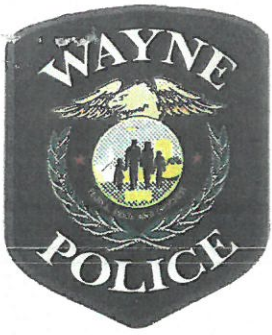
INADEQUATE LIGHTING	Yes	No
IMPROPER SIGNAGE (NON-COMFORMING/UNUSED)	Yes	No
ABSENT OR DEFICIENT LANDSCAPING	Yes	No
IMPROPER CONDITION OF DUMPSTER/ENCLOSURE	Yes	No
IMPROPER STORAGE	Yes	No
PEELING PAINT	Yes	No
SCATTERED DEBRIS	Yes	No
IMPROPER CONDITION OF PARKING LOT	Yes	No
OTHER VIOLATIONS (FENCE, SIDEWALK, HANGING WIRES, BROKEN WINDOWS, GRAFITI, ETC.)	Yes	No

DETAILS OF OTHER VIOLATIONS:

APPROVED CITY AUTHORIZED SIGNATURE: _____

Date: _____

****IF STRUCTURAL CHANGES OR WORK REQUIRING A PERMIT IS TO BE DONE, PLANS MUST BE REVIEWED AND PERMITS ISSUED BY THE BUILDING DEPARTMENT PRIOR TO ANY WORK BEING DONE.**



WAYNE POLICE/FIRE DEPARTMENTS

BUSINESS INFORMATION UPDATE



DATE:

BUSINESS NAME:	
ADDRESS:	TELEPHONE:
TYPE OF BUSINESS:	KNOX BOX Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes where is it located:</i>

Person to call in case of EMERGENCY, list in Priority Order:

#1 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

#2 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

#3 – NAME:	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>

PROPERTY OWNER	Cell Phone	Home Phone
Address:		Key Holder Yes <input type="checkbox"/> No <input type="checkbox"/>