



CITY OF MADISON HEIGHTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

CERTIFICATE OF OCCUPANCY APPLICATION

WHEN IS A CERTIFICATE OF OCCUPANCY REQUIRED?

Refer to **Section 15.03** of the Zoning Ordinance for full standards relating to Certificates of Occupancy.

A Certificate of Occupancy is required prior to occupying any portion of a building or site to ensure compliance with all applicable zoning, building, and health/safety regulations. Business owners (tenants) are required to have a valid Certificate of Occupancy in their name prior to occupying a building or site. The following situations generally require the submittal and approval of a Certificate of Occupancy application:

- Newly-constructed buildings/sites or additions.
- New businesses.
- Mobile Food Vendors (food trucks).
- Change of name or ownership of an existing business.
- Significant operational change of any business.
- Change of ownership of a commercial or multi-family property.

Existing Certificates of Occupancy expire immediately upon any change in the use, ownership or occupancy of an individual tenant space, structure, or site. A Certificate of Occupancy is not required for the change of ownership or tenancy of an existing residential dwelling unit.

WHO REVIEWS A CERTIFICATE OF OCCUPANCY APPLICATION

Certificate of Occupancy applications are reviewed by the following members of City staff:

- City Planner/Planning & Zoning Administrator: Zoning and site plan compliance.
- Building Official: Building Code compliance.
- Fire Marshal: Fire Code compliance.

Review by additional personnel may be required on a case-by-case basis.

A Certificate of Occupancy shall not be issued until the work covered by a building permit, site plan, special land use or any other City-issued approval has been completed in accordance with the approved plans.

INSPECTIONS REQUIRED

The Building Official and Fire Marshall shall conduct on-site inspections prior to the final issuance of a Certificate of Occupancy. Contact the Community & Economic Development Department to schedule these required inspections. Follow-up inspections may be required to ensure compliance.

CERTIFICATE OF OCCUPANCY APPLICATION

BUSINESS LICENSE REQUIRED

In addition to a Certificate of Occupancy, a Business License shall be required for all businesses within the City, including Mobile Food Vendors. A Business License must be filed with the Clerk's office. The Community & Economic Development Department will forward the Certificate of Occupancy to the Clerk upon issuance. Business Licenses will be issued only after the Clerk approves the Business License application and the Certificate of Occupancy has been issued.

HAZARDOUS SUBSTANCE REPORTING FORM

The Hazardous Substance Reporting Form (attached) shall be submitted for all uses which involve the use or storage of hazardous chemicals.

TEMPORARY CERTIFICATES OF OCCUPANCY

The City may issue a temporary Certificate of Occupancy for a portion of a building, structure, or site provided that such temporary certificate shall only be effective for six months or less. Temporary Certificates of Occupancy may be renewed for one additional six month period, for a total of one year. A temporary Certificate of Occupancy shall only be issued if the parts of the building, structure, or site to be occupied are in compliance with health and safety regulations.

MOBILE FOOD VENDORS

In addition to obtaining Minor Site Plan approval for a "Mobile Food Site", a Mobile Food Vendor (e.g. food truck) must obtain a Certificate of Occupancy for each Mobile Food Site in which they intend to operate in accordance with Sections **7.03.27** and **7.03.28** of the Zoning Ordinance. Unlike Certificates of Occupancy for brick-and-mortar businesses, Mobile Food Vendor Certificates of Occupancy are required to be renewed annually alongside the business license.

EXPIRATION AND REVOCATION

Existing Certificates of Occupancy expire immediately upon any change in the use, ownership or occupancy of an individual tenant space, structure, or site. The Planning and Zoning Administrator and/or Building Official shall have the ability to revoke any Certificate of Occupancy per Section 15.03.7.



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
CERTIFICATE OF OCCUPANCY APPLICATION

I. TYPE OF APPLICATION

SELECT ONE: ☐ PERMANENT C/O ☐ TEMPORARY C/O ☐ MOBILE FOOD
VENDOR C/O

SELECT ALL THAT APPLY: ☐ NEW BUSINESS ☐ CHANGE OF BUSINESS
OWNERSHIP ☐ CHANGE OF
BUSINESS NAME

 ☐ CHANGE OF
BUSINESS OPERATION ☐ RELOCATION WITHIN
CITY ☐ CHANGE OF
PROPERTY
OWNERSHIP

II. PROPERTY INFORMATION

Property Address _____ Suite # _____

Tax ID _____ Zoning District _____

Property Owner Name _____

Owner Phone Number _____ Owner Email _____

III. BUSINESS AND APPLICANT INFORMATION

Business Name _____

Applicant Name _____

Interest in Business (business owner, manager, property owner, etc.) _____

Driver's License/State ID # _____ Date of Birth _____

Home Address _____ City, State _____ ZIP _____

Phone Number _____ Email Address _____

IV. EMERGENCY CONTACT INFORMATION

Emergency Contact _____

Relationship to Applicant _____ Phone Number _____

CERTIFICATE OF OCCUPANCY APPLICATION

V. USE AND BUILDING INFORMATION

Provide a detailed description of the proposed use*:

Square Footage of Tenant Space _____ Square Footage of Building _____

Outdoor Storage Proposed? ☐ Yes (requires site plan approval) ☐ No
Are the Following Installed? ☐ Fire Alarm ☐ Fire Sprinkler ☐ Fire Suppression

Year Structure Built _____ Number of Parking Spaces _____

Total Employees _____ Max. Employees on Single Shift _____

Hours of Operation _____ Number of Seats
(Restaurant/Bar/Assembly Use Only) _____

*Note: If Hazardous Chemicals are proposed to be used/stored on site, complete and submit the attached Hazardous Chemical Survey.

VI. APPLICANT CERTIFICATION

By signing below, I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Certificate of Occupancy. I understand that if I provide false or misleading information in this application, I may be subject to criminal prosecution and/or immediate revocation of a Certificate of Occupancy issued as a result of this application, as allowed per Section 15.03 of the Madison Heights Zoning Ordinance. I understand that I am responsible for complying with all City ordinances and regulations, or risk violation, penalty and/or enforcement per Article 16 of the Zoning Ordinance. I hereby agree to provide any clearance(s) and/or inspection reports required prior to the issuance of a Certificate of Occupancy. I also acknowledge the following:

- All signs require separate sign permits.
- Applicant must call at least 24 hours in advance to schedule inspections.
- Certificates of Occupancy will not be issued without inspections.

Printed Name _____ Signature _____ Date _____

STAFF USE ONLY
[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE : _____

➤ Permanent C/O (\$210)	Zoning Approval _____	Date _____
➤ Temporary C/O (\$325)	Building Approval _____	Date _____
➤ Mobile Food Vendor C/O (\$100)	Fire Approval _____	Date _____
➤ Change of Property Owner Only (\$40)		

CO # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

CERTIFICATE OF OCCUPANCY CHECKLIST

The following items shall be completed to the satisfaction of the City prior to the issuance of a Certificate of Occupancy:

- ☐ If Hazardous Chemicals are proposed to be used/stored on site, complete and submit the attached Hazardous Chemical Survey.
- ☐ The Final Site Plan inspection (if applicable) has been approved. All site plan items, including parking areas, landscaping, sidewalks, bicycle racks, dumpster enclosures, outdoor storage areas, etc., shall be installed per the approved site plan.
- ☐ Final building, electrical, mechanical, plumbing, utility, and fire safety inspections have been approved.

While not exhaustive, the following list contains common items City inspectors look for when conducting a Certificate of Occupancy inspection:

- ☐ The structure bears a permanent address, in a contrasting color, visible from the street. Addresses may not be placed on glass surfaces.
- ☐ A City water meter or DPS approved service installation has been installed.
- ☐ All water, sewer, and storm water systems have been installed and approved by the City Engineer and DPS.
- ☐ Any outstanding utility fees have been paid in full.
- ☐ Commercial food service facilities have been approved by the Oakland County Health Department.
- ☐ All exit signs are fully operational on both AC and battery. Non-battery units must be replaced with battery units.
- ☐ All emergency egress lights are fully operational and provide one (1) foot candle of illumination in all exit aisles and corridors.
- ☐ All doors and panic hardware work and are unobstructed. All exterior doors have door closers and self close and latch.
- ☐ There are no interior key operated deadbolts on egress doors.
- ☐ All electric panels have covers and all circuits are labeled. All switches, outlets, and junction boxes have covers.
- ☐ There is no trash in storage areas or furnace rooms.
- ☐ No storage outside of building on property, unless approved as part of a site plan.
- ☐ All ceiling tile is in place.
- ☐ The dumpster enclosure is clean and gates are working properly.
- ☐ Fire extinguishers are mounted, sealed, and have current tags.
- ☐ Fire sprinkler and suppression systems, including kitchen hoods, are operational, have been tested in the past two years, and are connected to an alarm company.
- ☐ Fire alarm systems are operable.
- ☐ All signs are in good condition and have been permitted.
- ☐ Parking lot striping, ADA signage, and parking lot/ walkway surfaces are in good condition.

CERTIFICATE OF OCCUPANCY APPLICATION

This Page Intentionally Left Blank

HAZARDOUS CHEMICAL SURVEY
GUIDELINES & INSTRUCTIONS
FOR COMPLETING 'RIGHT-TO-KNOW' SURVEY FORM

Following are suggestions for completing the Hazardous Chemicals portion of the 'Right-To-Know' form by section. Please type or print with a dark pen or felt tip pen to aid in reproduction for our local emergency response files:

- A. Street address and telephone number for your business/ firm

- B. Your business/ firm name

- C. Phone numbers (including area code) where we can reach someone for help in the event of an emergency during off-hours

- D. Hazardous Chemicals (as defined in the Federal Hazard Communications Standard)

MATERIAL:

We require a listing of Hazardous Chemicals used or stored on your site. Please use chemical name if it is known. The list must include all hazardous chemicals that may be present in quantities indicated on the attached hazardous chemical list. If you believe a lesser quantity of a chemical will cause a hazard, you are encouraged to include it. We recognize that some facilities, especially warehouses, handle and store differing quantities of material during the year. We suggest listing a typical product mix indicating the season.

QUANTITY:

Estimates of MAXIMUM QUANTITY on site at any time. Please show units, e.g., lbs., gals., cu. ft., etc.

MDOT Number:

Include the Michigan Department of Transportation identification number if known.

--

**A MATERIALS SAFETY DATA SHEET IS REQUIRED
FOR EACH HAZARDOUS CHEMICAL REPORTED.**

If you have no hazardous chemicals at your business site,
Please designate with ***N/A or NONE***.

Rev 03/21

HAZARDOUS CHEMICAL LIST

Listed with each chemical is the recommended minimum quantity, individual or aggregate, that should be reported if located on site at any time.

Individual chemicals listed below which may be in small quantities and present a hazard should be considered for reporting.

<i>CHEMICAL TYPE</i>	<i>QUANTITY</i>
Poison A	Any Quantity
Flammable Gas	100 gal. water capacity
Non- flammable Gas	100 gal. water capacity
Poison B	500 lbs.
Flammable Liquid	1,000 gal.
Combustible Liquid	10,000 gal.
Corrosives - Liquid	1,000 gal.
- Solid	500 gal.
Irritating Material -Liquid	1,000 gal.
- Solid	500 gal.
Explosive & Blasting Agents (Not including Class C Explosives)	Any Quantity
Radioactive Material (Yellow III Label)	Any Quantity
Flammable Solid (Dangerous when Wet)	100 lbs.
Flammable Solid	500 lbs.
Spontaneously Combustible Material	100 lbs.
Oxidizer	500 lbs.
Organic Peroxide	250 lbs.
Carcinogens	Any quantity