



## COMMUNITY DEVELOPMENT DEPARTMENT

### PROCEDURES FOR OBTAINING CERTIFICATE OF OCCUPANCY

If you wish to open a new business, or purchase an existing business or building, in Madison Heights, you need to obtain a Certificate of Occupancy in accordance with Section 10.703 of the Municipal Code of the City of Madison Heights. All existing Certificates expire upon a change in ownership of the business or building or a change in use

**1. APPLICATION:**

All prospective business owners must obtain and submit a certificate of occupancy application at the Community Development Department located at 300 W. Thirteen Mile, Madison Heights. Office hours are from 8:00 a.m. to 4:30 p.m.

**2. INSPECTIONS:**

To obtain a certificate of occupancy the building must pass a PROPERTY MAINTENANCE inspection done thru the Community Development Department and a FIRE inspection done thru the Fire Department. **You** must schedule each inspection individually. The department phone numbers and office hours are listed below.

As the PROSPECTIVE BUSINESS OWNER, **you** are responsible for scheduling initial inspections and all follow-up inspections if needed. You may not open a business prior to receiving an occupancy certificate and, if required, a business license.

**COMMUNITY DEVELOPMENT DEPARTMENT  
CALL (248) 583-0831 TO SCHEDULE INSPECTIONS  
24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS**

**FIRE DEPARTMENT  
CALL (248) 588-3605 TO SCHEDULE INSPECTIONS**

**3. CORRECTIONS:**

You may receive a list of required corrections from each inspector. These corrections need to be made and re-inspected within ten (10) days for existing businesses and before occupancy for new businesses. After you have made corrections you will need to call the appropriate department number shown above to schedule a re-inspection(s).

Where applicable, repairs **MUST** be done by licensed contractors.

**4. RE-INSPECTIONS:**

When corrections have been completed, it is your responsibility to call our department to schedule re-inspections. Inspectors will not come out automatically.

**5. FINAL APPROVAL:**

Once each Inspector has given final approval your Certificate of Occupancy will be issued. You will receive your Certificate of Occupancy via mail.

**IF A BUSINESS LICENSE IS REQUIRED:**

If your business requires a Business License a separate application must be filed with the Clerk's office. Upon receiving a recommendation for approval from the Police Department and Treasurer's Department, the Clerk will review the application for final approval. CDD will forward the Occupancy Certificate to the Clerk upon issue. The Business License will be issued only after the Clerk approves the Business License application and the Occupancy Certificate has been issued.

**CERTIFICATES OF OCCUPANCY EXPIRE UPON ANY CHANGE IN USE, OWNERSHIP, OR OCCUPANCY AND ARE \*\*NOT TRANSFERABLE\*\***

## COMMON PROBLEMS FOUND ON OCCUPANCY CERTIFICATE INSPECTIONS

We do not want to waste your time, or ours, and do not want to delay occupancy of your building. Before you schedule your inspection and especially before we get there to do it, please make sure your property is in good condition. Here are some of the common problems we look for:

- 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 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.
- All ceiling tile is in place.
- Dumpster enclosure clean and gates working properly.
- Contrasting color address on front of building, NOT ON GLASS, and readable from center line of adjacent road.
- Fire extinguishers are mounted, sealed, and have current tags.
- Fire sprinkler and suppression systems, including kitchen hoods, are operational, have been tested in past two years and are connected to an alarm company.
- Fire alarm systems are operable.
- All signs are in good condition, advertise only the current business, and have permits.
- Parking lot striping and handicap signage is in good condition.
- Parking lot and walkway surfaces are in good condition.

If you have any questions please contact us before your inspection.

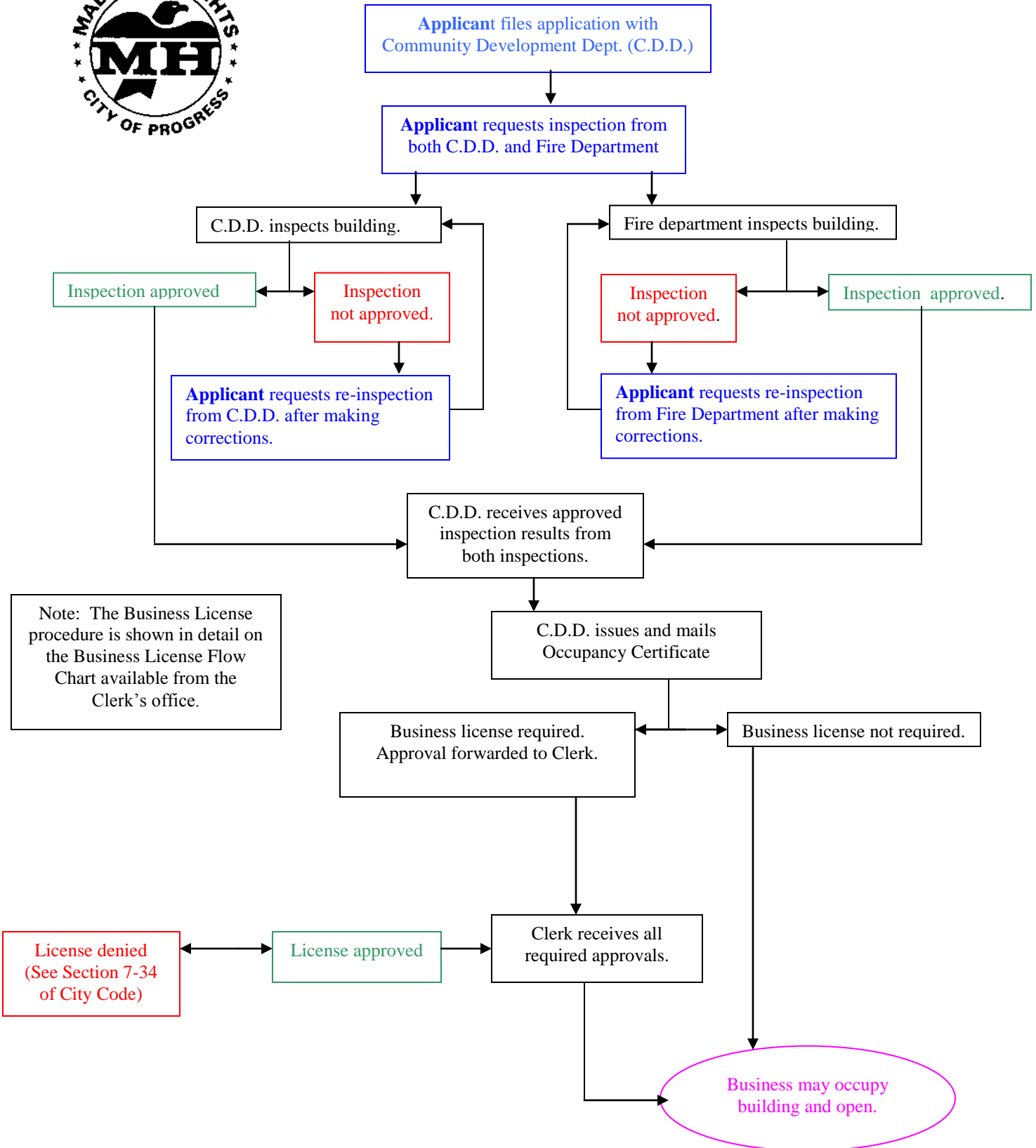


# MINIMUM REQUIREMENTS FOR OCCUPANCY CERTIFICATES

The granting of Certificates of Occupancy for new structures, additions, alterations, or changes in use or ownership, shall be guided by City Ordinance and the following minimum standards.

1. Certificates of Occupancy shall be issued under the authority of the Deputy Community Development Director under his authority as building official and Zoning Administrator.
2. Where the occupancy of a new or altered structure, or a structure which has experienced a change in use, occupancy or ownership of the building or business, is subject to compliance with a site plan approved by the Planning Commission or Site Plan Review Committee, or is subject to a subdivision plat, site condominium plan or special use permit approved by the City Council, occupancy shall not be permitted until all improvements required and indicated by such approvals are complete and all conditions thereof have been met, or until a performance guarantee sufficient to cover all incomplete improvements has been provided to the Community Development Department. Only a temporary Certificate of Occupancy shall be granted prior to the completion of all required improvements or prior to compliance with applicable conditions.
3. Occupancy shall not be permitted until the following minimum standards for completeness and safety are achieved. Bonds for 100% of the cost of the uncompleted items are required.
  - a. In *residential projects*, drives, and parking areas, other than one and two family dwellings on individual lots, shall be completed, at a minimum, through the final concrete pavement or the base course of asphalt.
  - b. In *nonresidential projects*, drives, and parking areas shall be completed, at a minimum through the base course of asphalt. Where pavement markings and traffic control devices are required to direct the general public about the site, they shall also be completed prior to occupancy.
  - c. Final building, electrical, mechanical, plumbing, utility and fire safety inspections shall have been approved on, at least, a temporary basis by the applicable inspectors for the structure for which occupancy is requested.
  - d. The structure shall bear a permanent address, in a contrasting color, visible from the street. Addresses may not be placed on a glass surface.
  - e. A City installed water meter or DPS approved service installation must be complete.
  - f. All water, sewer and storm water systems must be complete and approved by the City Engineer and Utilities Department. Any outstanding utility fees must be paid in full.
  - g. As-built drawings, and easements for roads and utilities, must be submitted by the developers.
  - h. Commercial food service facilities shall be approved by the Oakland County Health Department.

# CERTIFICATE OF OCCUPANCY APPLICATION FLOW CHART







# CITY OF MADISON HEIGHTS COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATE OF OCCUPANCY APPLICATION

**FOR OFFICE USE ONLY**  
C/O No.: \_\_\_\_\_  
FEE: \_\_\_\_\_

(Please Type or Print)

Building Address: \_\_\_\_\_ Property Tax ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

### APPLICANT INFORMATION

Business Name: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Owner  Manager Name: \_\_\_\_\_ After Hours Contact No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**IF A BUSINESS LICENSE IS REQUIRED FOR THIS OCCUPANCY A SEPARATE APPLICATION MUST BE FILED WITH THE CLERK'S OFFICE.**

Business License No.: \_\_\_\_\_ Date of Business License Application: \_\_\_\_\_

### BUILDING & BUSINESS INFORMATION

Type of Application:       New Business       Relocation within this City       Change of Ownership

Anticipated Opening Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Certificate is required PRIOR to opening.

Explain Use in Detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Fully Describe All Goods Sold and Services Provided)

Square Footage: \_\_\_\_\_ Width/Length: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_ Private Lot  Shared Lot

No. of Floors: \_\_\_\_\_ Max. No. of Employees: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ No. On Largest Single Shift: \_\_\_\_\_

No. of Seats for Restaurant\* or Assembly Uses: \_\_\_\_\_ \* **Attach a Copy of the Health Department Approval**

Will Additions or Alterations to the Building be Required? \_\_\_\_\_

Explain: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- **ALL SIGNS REQUIRE SEPARATE PERMITS**
- **APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY**
- **CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION**
- **FEE \$200.00**

I have read and understand the above information and am authorized to act on behalf of the business listed above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***FOR OFFICE USE ONLY***

Initial Inspection Date: \_\_\_\_\_

Re-Inspection Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
***APPLICATION APPROVAL*** ***DATE***

\_\_\_\_\_  
***FINAL APPROVAL*** ***DATE***

\_\_\_\_\_  
***FIRE MARSHAL FINAL APPROVAL*** ***DATE***



MADISON HEIGHTS FIRE DEPARTMENT  
 "RIGHT-TO-KNOW"  
**EMERGENCY CONTACT** FORM

A. Address Today's Date Telephone Number

B. Business Name

C. EMERGENCY CONTACTS: ***\*INCLUDE AREA CODE\****

<u>FIRE ALARM Company</u>	<u>*Telephone Number*</u>
<u>SECURITY ALARM Company</u>	<u>*Telephone Number*</u>

D. PRINT Personal <b>AFTER-HOUR</b> Contact Name & Email	<u>*Telephone Number*</u>
1.	
Email:	
2.	
Email:	
3.	
Email:	
4.	
Email:	

Completed By: \_\_\_\_\_  
 (Please Print)

Update as of this date: \_\_\_\_\_