

CITY of ST. CLAIR SHORES
27600 Jefferson Circle Drive
St. Clair Shores, MI 48081
(586) 447-3340 (586) 445-4098 (fax)
www.stclairshores.com

Certificate of Occupancy Application Guidelines

DOCUMENTS REQUIRED PRIOR TO OCCUPANCY OF A BUILDING:

- 1) **Certificate of Occupancy &**
- 2) **Business License (if applicable)**

1. Contact the Community Development & Inspection Department to verify zoning classification of the property you plan to occupy. Some uses are not permitted in certain zoning classifications. Adequate parking based on zoning ordinance specifications should also be confirmed.
2. After verification of the zoning classification, **complete and submit the following to the Community Development Department:**
 - ✓ the Certificate of Occupancy application (along with the \$50 fee)
 - ✓ the business license application – *(a yearly fee, the amount of which varies depending upon the business, may be required once the Certificate of Occupancy is approved. Business licenses are renewed yearly. Questions call (586) 447-3339.)*
 - ✓ the Emergency Contact Form
 - ✓ the Alarm Registration Form (along with the \$30 fee, if you are registering an alarm)
3. Upon receipt, your application will be reviewed by six (6) city departments: **Fire, Police, Community Development, Engineering, Electrical, and Tax & Water.** Items to be reviewed by the department inspectors will include, but are not limited to:

Fire: Fire and life safety code compliance. Questions call (586) 445-5380.

Police: Complete & submit the Alarm Registration form (& fee) and the Emergency Contact form for the St. Clair Shores Police Department. Failure to register may result in a fine. If your location does not have an alarm system, please fill out only the Emergency Contact form. These forms can be submitted to Community Development with the Certificate of Occupancy application.

Community Development: Grounds maintenance, exterior building maintenance, parking lot striping and maintenance, handicap parking availability, trash disposal, dumpster maintenance and enclosure, and signage. If the location you wish to occupy doesn't currently have a six-foot screen wall between it and the adjacent residential property, one will be required. We understand the cost involved in a project of this magnitude. Therefore, the City will grant the property owner/tenant 24 months from the date of the issuance of a temporary certificate of occupancy to complete this endeavor. **Please read the following page for specifications on these issues.** Questions call (586) 447-3340.

Engineering: Sidewalk maintenance and parking lot drainage. Questions call (586) 447-3340.

Electrical: Electrical safety based on the 2000 International Property Maintenance Code, Sec. 604 & 605, and the 2000 Michigan Electrical Code, Article 90. Questions call (586) 447-3345.

Tax and Water: Overdue tax and water bills and personal property for transferring ownership. Questions call (586) 447-3317.

Note: The amount of time excepted to secure an occupancy permit will depend on the number and degree of deficiencies found in the building you propose to occupy.

Community Development & Inspection Requirements for Certificate of Occupancy

The Community Development Department considers, but is not limited to, the following items:

➤ **Grounds Maintenance**

Property should be free of weeds and debris. Proper maintenance of landscaping is required. All fences should be well maintained. If existing fences or screening walls do not comply with existing city ordinances, they will require removal and replacement with a city approved privacy wall. All garbage and equipment shall be stored within the building. **OUTSIDE STORAGE IS NOT ALLOWED.**

➤ **Exterior Building Maintenance**

Building exterior shall be well maintained. For example, peeling paint, loose siding or brick, torn awnings, broken windows, missing shingles, etc. will require repair.

➤ **Parking Lot Striping and Maintenance**

All off-street parking lots should be striped appropriately according to city ordinances. For specific requirements, please see zoning ordinance 15.501, Section 35.75, *Off-Street Parking Space Layout, Standards, Construction and Maintenance*. Also, please note, according to State law, the Police Department will no longer tow vehicles off private property. If you wish to have a vehicle towed from your parking lot, you must have displayed signs that follow these guidelines: 1) prominently displayed signs at points of entry or every 100 ft of road frontage, posted not less than 4 feet from the ground; 2) letters must be 2" high on contrasting background indicating that unauthorized vehicles will be towed away at owner's expense; 3) name & phone number of towing company used must be on sign; 4) the sign must be posted for at least 24 hours prior to towing; & 5) the sign must include a reference to the City's ordinance on parking "21.484 Traffic & Vehicle Code." More information is available at the Community Development Department.

➤ **Handicap Parking Availability**

Every off-street parking area requires adequate handicap parking. Generally, the requirement is one handicap parking spot for every 25 available parking spaces. The handicap parking spaces shall be striped with blue paint & be properly marked with a handicap symbol. Each handicap space shall be also designed with a pole or wall mounted sign.

➤ **Trash Disposal, Dumpster Maintenance and Enclosure**

If an outdoor trash area is not used, a brief explanation of the proposed method of trash disposal must be submitted with the Certificate of Occupancy application. All trash shall be contained within a lidded container. Trashcans are allowed, however they must be kept inside the building until the day of garbage collection and once empty, placed again within the building. All outside dumpsters must be screened on all four sides with 6-foot tall opaque fencing. The location of the outside dumpster **must** be approved by the Community Development Department. The dumpsters and dumpster enclosure lids and gates must be kept closed at all times.

➤ **Signage**

All temporary & permanent signs require permits. One temporary sign/banner to advertise a "Grand Opening," etc., will be allowed for 14 days. After that, the sign must either be removed or a temporary sign permit must be secured. **FLAGS & PENNANTS ARE STRICTLY PROHIBITED.** All sign applications can be obtained in the Community Development Department. Illegal signage will require removal. **No signs or outside displays are allowed in the public right-of-way.** See the Sign Ordinance for specifications.

➤ **Finalization of Building Permits**

Records for the property will be reviewed to ensure no outstanding building permits exist. This includes electrical, plumbing, heating, and building permits. All outstanding permits must be finalized prior to issuance of certificate.

➤ **Site Plan Approval**

Permits are required for all interior structural, architectural, electrical, plumbing, & heating modifications. Any permits issued for work at this building must have a final inspection. It is required to have a building permit for interior demolition of walls or construction of walls. Failure to obtain final inspections will cause a delay in issuing your Certificate of Occupancy. You must contact our department for a re-inspection if any violations are noted.

If any of the above items are not in compliance, the deficiencies must be corrected prior to obtaining a Certificate of Occupancy. For issuance of a Temporary Certificate of Occupancy, the Community Development and Inspection Department may require a performance bond for major repair items.

City of St. Clair Shores Application for Certificate of Occupancy

A Temporary Certificate of Occupancy may be issued **only upon the receipt of a refundable cash bond**.
Amount of bond dependent on the number & degree of violations.

I, _____, Business Owner of _____

hereby apply for a certificate to occupy the following building and premises located at:

PRIMARY use: _____ **ACCESSORY** use: _____

Number of employees? _____
Number of chairs (barbershops, beauty salons)? _____
Number of available parking spaces? _____
Is there an outside dumpster? _____
If yes, is it screened? _____
If no dumpster, do you plan to install one? _____
If you plan to install a dumpster and/or an enclosure you must submit a drawing showing its proposed location.

Restaurant/food service establishment? _____
If yes, you must submit copy of Food Service License from the Health Dept. or Dept. of Agriculture before we can issue your Certificate of Occupancy.
Restaurant seating capacity? _____
Do you plan on installing/changing a sign? _____
If yes, a sign contractor must submit a sign permit application. Your CofO won't be issued until all sign permits are inspected & approved.

I own/lease this building (circle one).

If you lease the building, please list the name, address and phone number of the property owner/landlord:

Name Address Phone

Applicant Contact Information

Home Address

Business Phone

City, State, Zip

Cell Phone/Pager

Home Phone

Company Website

Email Address

Applicant's Signature*

By signing here, I understand that a cash bond will be required before a Temporary CofO is issued. I also understand that I cannot occupy the building until a Certificate of Occupancy has been issued. Failure to comply will result in a violation of the City's Zoning Ordinances subject to court disposition.

FOR OFFICE USE ONLY

Engineering

Tax

Fire

Planning/Zoning

Water

Electrical

27600 Jefferson
St. Clair Shores
MI 48081

City of St. Clair Shores
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fax 586-445-4098

Business License Application

New License
 Renewal (CofO # _____)

Business Name _____

Business Address _____

Business Phone: _____ **Nature of Business:** _____

Email Address _____ **Website** _____

Sole Proprietorship Partnership Corporation

Name, Address & Phone Number of Owner/Partner/President (circle one) _____

Date of Birth: _____ Driver's License Number: _____

Name, Address and Phone Number of Manager (if other than previously indicated): _____

Property Owned **Property Leased** (provide name & address of property owner)

A separate license is required for all coin-operated machines, video machines, juke boxes & other amusement devices. Please list all machines (except video machines – separate applications are required for these devices) and indicate owner/distributor name, address & phone number.

TYPE OF MACHINE

OWNER/DISTRIBUTOR NAME, ADDRESS & PHONE

Applicant on behalf of business:

- Understands that the business license requested hereunder shall not be issued unless ALL PORTIONS of this application have been completed.
- Understands that no business license shall be issued unless said business has been issued a Certificate of Occupancy permitting the operation of the business at the address on this application.
- Hereby agrees to abide by all ordinances pertaining to signs, banners, etc., to advertise/promote said business.
- Hereby certifies that the above statements are true, accurate and complete.

X _____
Applicant Signature Date

POLICE DEPARTMENT
Alarm Registration Form
& Emergency Contact Form

27665 Jefferson Avenue
St. Clair Shores, MI 48081

Information 586-445-5300
Detectives 586-445-5305
Juvenile 586-445-5310
Traffic 586-445-5318
Records/Licenses 586-445-5315
Chief of Police 586-445-5320
Special Invest. 586-445-5342

ADDRESS

Address Zip Telephone

Alarm on premises? YES NO

New installation or just updating contact information? NEW UPDATE ONLY

(No fee for emergency contact update)

If new business or new property owner, **\$30 alarm registration fee must be submitted with this form.**

You must pay \$60 if you have already received bill for failure to register.

(CASHIER, PLEASE STAMP "PAID" WITH CITY STAMP WHEN FEE IS COLLECTED)

OWNER

Business Name/Resident

Owner Name (if not resident)

Billing address (if different than location) City, State, Zip Telephone

EMERGENCY CONTACTS

Name Home Phone Business Phone

Name Home Phone Business Phone

Name Home Phone Business Phone

ALARM SYSTEM INFORMATION

Alarm Monitoring Company

Phone number

I have read and understand the provisions of the St. Clair Shores Alarm Ordinance. Failure to pay registration fee **will** result in additional charges.

Applicant Signature

Date

“Gotta H.AVE it” Gift & Rewards City Program



The H.AVE card program is designed to establish a win-win relationship between the Harper Avenue business community and their customers. The program is simple and offers flexibility and convenience to shoppers all along Harper Avenue. Customers purchase a gift card that can be used at any and all participating merchants. When making a purchase, customers swipe their “Gotta H.AVE it” Rewards Card (similar to a CVS or Kroger card) and earn points that convert into reward dollars. Those reward dollars can then be spent at any merchant in the program. The more a customer shops on Harper Avenue, the more money the customer earns.

**To learn more about becoming a participating merchant,
please complete the section below & submit it with your
Certificate of Occupancy application.**

Company Name _____

Contact Person _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Website _____