

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

## 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. *Temporary* sign applications can be obtained in the Clerk's Office. One temporary sign/banner to advertise a "Grand Opening," etc., will be allowed for 7 days. After that, the sign must either be removed or a temporary sign permit must be secured. **FLAGS & PENNANTS ARE STRICTLY PROHIBITED.** *Permanent* 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

## **City of St. Clair Shores Alarm Ordinance**

An ordinance to regulate residential and business alarm systems went into effect March 1, 1991, amended effective April 24, 2007. Registration of all alarm systems is required. Forms are available at the Police Department Records Bureau. **The fee for registration is \$30.00.**

A civil fine will be imposed for false alarms that require a Police or Fire Department response. False alarms will be counted by the City's fiscal year (July 1 – June 30). Charges are as follows:

**1<sup>st</sup> false alarm: No Charge**  
**Each subsequent occurrence: Residential – \$30 Commercial – \$100**

When false alarms are caused by conditions beyond the control of the alarm owner, such as severe storm conditions, utility pole accidents, disruption or disturbance of Ameritech Telephone facilities, or testing of equipment with prior notification of the Police or Fire Department, a fine may be waived. When false alarms are caused by malfunctions of the alarm equipment, the fine may be waived with proof that the repair was made within five (5) days of the false alarm. Notice of the repair must then be sent to the Police Department within thirty (30) days of the activation date. Up to three alarm system malfunctions may be waived per calendar year. The Chief of Police or his designee may waive fines due to extenuating circumstances.

The ordinance prohibits automatic dialing devices that automatically dial the Police or Fire Departments. An automatic shut-off is required to turn off the audible signal within ten (10) minutes of non-fire alarm activation.

### **NOTE:**

- ✓ **Please fill out the Emergency Contact Form and the Alarm Registration Form (the following two pages). You can submit these forms – and the \$30 alarm registration fee – with your Certificate of Occupancy application.**
- ✓ **If you do not have an alarm, the Police Department requests that you return only the Emergency Contact form so it may be kept on file.**

**Thank you.**

Copies of the Alarm Ordinance, 19.701, are available at the St. Clair Shores Police Records Bureau or City Clerk's Office.

**POLICE DEPARTMENT**  
**Emergency Contact Form**

Michael E. Walleman, Chief of Police  
27665 Jefferson Ave.  
St. Clair Shores, MI 48081-2098

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

Dear Business Owner:

In order to assist us in the protection of your business, please fill out the form below. It is most important that the information be filled out and returned to the Police Department at your earliest convenience.

Michael E. Walleman  
Chief of Police

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

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Owner \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

List three people to call in the case of an emergency:

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Alarm Company \_\_\_\_\_

If you have an alarm system on the premises, you must register the system with the City of St. Clair Shores. Please see the attached Alarm Registration form.

Please list any hazardous materials that will be stored at this location:

\_\_\_\_\_

\_\_\_\_\_

# POLICE DEPARTMENT

## Alarm Registration Form

PLEASE RETURN FORM AND PAYMENT TO THE FOLLOWING ADDRESS:

City of St. Clair Shores, Attn: Michelle  
27600 Jefferson, St. Clair Shores, MI 48081

### ALARM LOCATION

Business Name

Address

City, State, Zip

Telephone

### OWNER

Business/Residence Owner

Address

City, State, Zip

Telephone

### CONTACT PERSONS *(if owner is unable to be contacted)*

Name

Home Phone

Business Phone

Name

Home Phone

Business Phone

Name

Home Phone

Business Phone

### BILLING ADDRESS *(if different than alarm location)*

Address

City, State, Zip

### ALARM SYSTEM INFORMATION

Alarm Company

Address

City, State, Zip

Burglar

Fire

Hold Up

Medical

Other

Type of Alarm

Central Station Monitor:  Yes  No

### ALARM MONITORING COMPANY

Company

Address

City, State, Zip

Telephone

State License Number

Applicant Signature

Date

**GOTTA H.AVE IT**

# “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** \_\_\_\_\_