



Date _____

For Department Use Only		Paid _____
Permit Fee _____	Plan Review _____	
ICC Review _____	Bond _____	

CERTIFICATE of RE-USE AND/OR RE-OCCUPANCY

1. Building Information

Property address _____
 Property ID _____

2. Applicant Information

****Please note, NO certificate will be issued until the applicant's mailing address is verified****

Applicant's Name _____ Driver's License _____
 Business Relationship to Property (please circle) Owner Occupant
 Mailing address _____ Suite/Unit # _____
 City _____ State _____ Zip Code _____
 Main Telephone # _____ Other Telephone # _____
 Email Address _____
 Corporate headquarters _____

***If LLC President or Chief Executive Officer Name, phone number, address and drivers lic required.**

3. Property Owner Information

****Please note, NO certificate will be issued until the property owner's mailing address is verified****

Owner's Name _____ Driver's License # _____
 Mailing address _____ Suite/Unit # _____
 City _____ State _____ Zip Code _____
 Main Telephone # _____ Other Telephone # _____
 Email Address _____
 Owner's Signature _____

***Authorizing this application and inspection of the premises**

4. Business Information

Current Use _____
 Proposed Use _____

Building / Site vacant? yes no If Yes, how long? _____
 Interior alteration? yes* no As-is/Move In

***(If yes, Building permits may be required)**

Business Information (continued)

Number of employees _____ Hours of Operation _____

Anticipated type of deliveries _____

Square footage _____ Type of refuse collection _____

Description of proposed use:

5. Fee/Applicant Signature

- \$350.00 – Includes Zoning and Plan Review, Building, Electrical, Fire Safety, Mechanical, and Plumbing Inspections

***Only payments in the form of cash or checks (made payable to the City of Garden City) will be accepted**

Applicant Signature _____

Printed Name _____ Date _____

- Do not write below this line -

1. Zoning Review

Location address _____

Date Forwarded to DDA (if necessary) _____

Parcel ID _____ Lots _____

Crossroads _____

Zoning _____ Use Permitted? yes no If yes - Permitted Special use

Reviewer Name _____

Signature _____ Date _____

2. Building Department Review

Approved Denied Reviewer Name _____

Signature _____ Date _____

Date Business License was applied for: _____

3. Community Development Department Review

Approved Denied Reviewer Name _____

Signature _____ Date _____

Date Business License was applied for: _____

Royal Oak Township
248-547-9800

CERTIFICATE OF RE-USE/RE-OCCUPANCY APPLICATION PROCESS

On behalf of the citizens of Royal Oak Township, the Building Department would like to thank you for your interest in our great Community. The following is an abbreviated description of the Certificate of Occupancy process for commercial businesses. Please contact us at the above number if you need assistance.

1. Pick up application at the Building Department located at City Hall or on-line at www.royaloaktwp.com
2. Pay fee and submit application and receipt of payment to the Building Department.
3. Required - an initial presentation to the Board of Trustees.
4. If necessary, you will be required to go before the Planning Commission for a Special Use.
5. Your application will be reviewed for zoning compliance. You will be notified by mail or phone on the results of the review.
6. If necessary, the required construction permits will be required for alteration or additions/deletions to the structure. ***Any work done before obtaining the appropriate permits will be charged a \$100.00 fine.***
7. Approval of all trades including electrical, plumbing, and mechanical is required. A final inspection and approval by the Building Official is required.
8. A Fire Inspection is also required. ***Follow-up inspections by both the Building Department and the Fire Department may be required.***
9. Once all inspections are completed and approved, your business license must be approved by the Board of Trustees at its next regular meeting. If approved, your business license will be ready on the ***Monday*** after the meeting. (Board of Trustees meets on the 2nd Thursday of each month. Submittal must be received on the Friday prior to the meeting date for inclusion on the agenda.)

DO NOT OCCUPY THE BUILDING OR OPEN FOR BUSINESS UNTIL BOTH THE CERTIFICATE OF OCCUPANCY AND THE BUSINESS LICENSE HAVE BEEN ISSUED. Opening your business without the required approvals is a violation of the Township Ordinance, a criminal misdemeanor, and punishable by fine and/or jail.