

# Canton Township Certificate of Occupancy & Re-Occupancy Program

Dear Canton Township Property and Business Owners:

This letter is intended to help guide property and business owners through Canton Township's Certificate of Occupancy and Re-Occupancy Programs and Policies. Thank you for being a partner in helping the Canton Community to continue to grow and prosper. We value your business and property ownership as a vital part of our growing community. Our goal is to provide safe and well-maintained businesses for our citizens, as well as for the patrons from other communities that Canton businesses attract.

Canton Township Ordinances and policies require a current Zoning Compliance Certificate, an overall Certificate of Occupancy for the Building Owner and a Tenant Certificate of Occupancy for each tenant of all commercial and industrial occupancies. Apartment Complexes over 3 units also requires an overall building Certificate of Occupancy.

Canton Township requires Building Owners to have a Certificate of Occupancy for the building structure, envelope and grounds only. That Certificate stays with the building for the life of the building, until the building use and occupancy classification changes, or the building is sold. Building Owners must notify our division of a change in ownership by emailing [alison.eisenbeis@canton-mi.org](mailto:alison.eisenbeis@canton-mi.org) and providing the building's address, the new building owner's name, address and emergency contact information. Zoning Compliance certificates must be updated for any Change in Ownership or Business name change.

For Building Owners who are also the Tenant, a Certificate of Occupancy will be issued reflecting that circumstance.

Business Owners (Tenants) are responsible to have a valid Tenant Certificate of Occupancy in their name, and their Business's name. The three-step process to obtain a Tenant Certificate of Occupancy is as follows:

- (1) Obtain a **Zoning Compliance Certificate** from Canton's Planning Services Division, who will verify the Zoning Compliance for that business at that identified location.
- (2) Once the Zoning Compliance Certificate is obtained, the Business Owner needs to contact Canton's Building and Inspection Services Division to obtain a **Re-Occupancy Permit**.
  - a. The Re-Occupancy Permit application must include a copy of the Zoning Compliance Certificate and a completed heating/cooling and ventilation system certification form, which is included in this information packet. That form is to be completed by a licensed Heating and Cooling Contractor. You can also download the Re-Occupancy Permit application and the Heat Certification Form from our website, or pick them up at the Building & Inspection Services Division counter that is located on the second floor of the Canton Administration Building. The total fee for the Re-Occupancy permit is \$105.00.
  - b. Once the completed Re-Occupancy Permit application is received, your property will be jointly inspected by a Building and Fire Inspectors within 72 hours (3 business days). The Field Inspection Reports can be left with the applicant or be available on the Canton Township CityView Portal. All noted requirements that are required to be addressed will be noted at that time. A Tenant Certificate of Occupancy will not be issued until all work on the two (2) field inspection reports have been completed and approved.
- (3) If building improvements or remodeling are planned, the applicant must submit for a **Building Permit** after the Re-occupancy Inspection has been scheduled. All commercial alterations require (3) sets of plans sealed by a Michigan Architect or Engineer. Refer to the Commercial Tenant Permit application submittal checklist on our webpage for requirements.

Building Owners can be held responsible for allowing a tenant to occupy a building or space under their control without having a valid Tenant Certificate of Occupancy.

If we can offer further assistance, please contact me at 734-394-5207 or email me at [robert.creamer@canton-mi.org](mailto:robert.creamer@canton-mi.org)

Packet Enclosures:

Zoning Certificate Application

Re-Occupancy Application

Commercial / Rental Inspection Heat Certification Form

Commercial Plan Review Table

Commercial Tenant Permit and Plan Review Information

Commercial Tenant Remodel or Build-out Plan Requirements

## NEW BUILDINGS & ADDITIONS



- BEGIN PRELIMINARY SITE PLAN REVIEW
- Visit the Planning and Zoning Department (2<sup>nd</sup> Floor)

- BOARDS AND COMMISSION APPROVALS  
(if applicable)

- OBTAIN SITE PLAN APPROVAL

- REQUEST BUILDING ADDRESS (NEW BLDGS)
- Visit the Planning and Zoning Department

- SUBMIT FOR CIVIL ENGINEERING REVIEW
- Visit Engineering Department (2<sup>nd</sup> Floor)
- Eng Review may run concurrent with Building Permit Review

- SUBMIT BUILDING PERMIT APPLICATION  
\*Submittal requirements available on our Building Dept. webpage

- 15 BUSINESS DAY REVIEW
- STATUS VISIBLE WITH ONLINE PORTAL  
\*Link available on Building Dept. webpage

- REQUEST FOR REVISION OR APPROVAL NOTIFICATION SENT VIA EMAIL

**PERMIT IS READY TO ISSUE**  
Trade and sign permits are separate

## EXISTING BUILDINGS ALTERATIONS /REMODELS



- SUBMIT BUILDING PERMIT APPLICATION
- SUBMIT (3) COPIES OF SEALED PLANS BUILDING PERMIT APPLICATION OR REVISED PLANS
- (1) ENERGY COMPLIANCE REPORT (if applicable)
- \$220.00, COMBINED PLAN REVIEW AND ADMIN. FEE.

- 15 BUSINESS DAY REVIEW
- CHECK STATUS ON CITYVIEW ONLINE PORTAL  
\*Link available on Building Dept. webpage\*
- APPROVAL or REQUEST FOR REVISION NOTIFICATION SENT VIA EMAIL TO APPLICANT & AVAILABEL ON PORTAL

**PERMIT IS READY TO ISSUE  
OR  
RE-SUBMIT REVISED PLANS**

**CANTON TOWNSHIP WEBPAGE**  
<http://www.canton-mi.org>

**CITYVIEW ONLINE PORTAL FOR STATUS**  
<https://emspd.canton-mi.org/cityviewportal>

**BUILDING & INSPECTIONS WEBPAGE**  
<http://www.canton-mi.org/190/Building-Inspection-Services>

## EXISTING BUILDINGS RE-OCCUPANCY NEW TENANT



- OBTAIN ZONING COMPLIANCE CERTIFICATE
- Visit the Planning and Zoning Department (2<sup>nd</sup> Floor)

- APPLY FOR RE-OCCUPANCY INSPECTION
- Visit Building & Inspection Services (2<sup>nd</sup> Floor)
- Complete Building Application , Check Re-Occupancy
- HEAT CERTIFICATE REQUIRED (if more than 1 yr old)

- SCHEDULE RE-OCCUPANCY INSPECTION  
(SAME DAY : FIRE & BLDG)

- IF PLANS ARE REQUIRED, See SUBMIT BUILDING PERMIT APPLICATION

- INSPECTION REPORT PROVIDED TO APPLICANT
- COMPLETE ANY CORRECTIONS AND SCHEDULE RE-INSPECTION
- CERTIFICATE OF OCCUPANCY ISSUED

**CHANGE OF OWNERSHIP or BUSINESS NAME CHANGE**



- UPDATE YOUR ZONING COMPLIANCE CERTIFICATE
- Visit the Planning and Zoning Department (2<sup>nd</sup> Floor)

- Notify Building & Inspection Services of any change in ownership or business name change by emailing the following information to [alison.eisenbeis@canton-mi.org](mailto:alison.eisenbeis@canton-mi.org)

- Building address, building owner information (see page 3 of permit application), tenant addresses and tenant business names.



# Certificate of Zoning Compliance Instructions

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## **CERTIFICATE OF COMPLIANCE PROCEDURES COMMERCIAL / INDUSTRIAL / OFFICE**

A Certificate of Compliance must be completed for the following:

- A new business in an existing structure, \$75.00 charge.
- An existing business is relocating to a different building with-in the complex, \$75.00 charge.
- An existing business is moving to a new suite with-in the building or enlarging current suite, \$75.00.
- Existing business changes business name, use remains the same, \$50.00.
- Existing business changes ownership, use remains the same, \$50.00.

Complete the Certificate of Compliance form and submit along with \$75.00, if so required, to Planning Services. Please be sure to indicate the name of the shopping center or building complex. Also, please include suite number(s) if appropriate.

The Compliance approval process will take between 5 and 7 working days. Planning Services will call the applicant when the Certificate of Compliance is approved.

## **A CERTIFICATE OF OCCUPANCY MUST THEN BE OBTAINED**

After the approval of the Certificate of Compliance, you must submit a completed Building Permit Application to Building and Inspection Services. Schedule an inspection with Building and Inspection Services in person or by calling (734) 394-5200. Upon approval of this inspection a Certificate of Occupancy will be issued for your business.

- Existing business name change \$50.00 charge.

**IT SHALL BE UNLAWFUL TO PERMIT THE OCCUPANCY OF ANY BUILDING OR SPACE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOR SUCH USE, IN EFFECT INDICATED THE COMPLIANCE OF PROVISIONS OF THE ZONING ORDINANCE.**

***A Certificate of Compliance must be approved PRIOR to applying for a Certificate of Occupancy***

# Certificate of Zoning Compliance

CHARTER TOWNSHIP OF CANTON  
DEPARTMENT OF MUNICIPAL SERVICES  
PLANNING SERVICES DIVISION  
1150 Canton Center Road, Canton, MI 48188 • 734/394-5170

This application must be approved prior to the establishment of a new use in any commercial, industrial or office zoning district. An approved application confirms that the proposed use as described below is legally permitted to be established at this location.

**APPLICANT:** *Business Owner/Landlord/Real Estate Broker/Other: (circle one)* Date: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

**If applicant is other than the Business Owner, please provide:**

Business Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROPOSED USE INFORMATION:** (Business name can only be 30 characters including spaces)

**BUSINESS NAME:** \_\_\_\_\_

Site location - major cross streets: \_\_\_\_\_

Street number and street name: \_\_\_\_\_

Suite no(s) or tenant space(s) to be occupied: \_\_\_\_\_

Name of shopping center or industrial complex: \_\_\_\_\_

Complete description of proposed use: \_\_\_\_\_

CHECK ALL THAT APPLY:  Business Name Change  Ownership Change  New Tenant

Applicants Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

## FOR OFFICE USE ONLY

ZONING DISTRICT: \_\_\_\_\_ Use described within Zoning Ordinance

Most similar to proposed use: \_\_\_\_\_

Building Services Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved  Not Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Services

Comments: \_\_\_\_\_

Name of Previous Business: \_\_\_\_\_

DATE: \_\_\_\_\_ RECEIPT# \_\_\_\_\_ INITIAL: \_\_\_\_\_



# Re-Occupancy Permit Application

CHARTER TOWNSHIP OF CANTON  
DEPARTMENT OF MUNICIPAL SERVICES  
BUILDING & INSPECTION SERVICES

Check #: \_\_\_\_\_ Permit #: \_\_\_\_\_

## I. IDENTIFICATION

Permit Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

2. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

## II. LOCATION OF REOCCUPANCY

Address \_\_\_\_\_ Canton, MI Zip \_\_\_\_\_

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

Zoning District \_\_\_\_\_ Suite \_\_\_\_\_

## III. TYPE OF REOCCUPANCY

A. Type of Improvement: **RE-OCCUPANCY**

Use (check one)

Commercial No. of Tenant Spaces:

Industrial No. of Tenant Spaces:

Residentail Apartment (multiple units):

**Describe in detail the proposed use of the structure/building:**

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# Re-Occupancy Permit Application Page 2

## IV. VALIDATION

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

### **Certificate of Occupancy Information:**

If applicable, please provide the required information for your Certificate of Occupancy:

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

Business Owner Name, Address, Phone Number and Email:

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

Emergency Contact Name, Address, Phone Number and Email:

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

*\* The Building Division will communicate with the emergency contact regarding an immediate building issue or to update information as needed.*



## COMMERCIAL RENTAL INSPECTION PROGRAM HEAT CERTIFICATE

Property Address: \_\_\_\_\_

Contractor Information: Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Address: \_\_\_\_\_

State License: \_\_\_\_\_ Certification Categories: \_\_\_\_\_

\_\_\_\_\_

Furnace Brand Name: \_\_\_\_\_ Year Built: \_\_\_\_\_

Model # \_\_\_\_\_ Serial # \_\_\_\_\_

C.O. TEST RESULT: \_\_\_\_\_ PPM

CERTIFIED YES  NO

By checking yes, I certify that all safety controls have been checked and tested, and the entire system has been thoroughly inspected and is operating in a safe efficient manner.

A separate certificate is required for each system.

Signature of Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_