



City of
WAYNE

COMMERCIAL RE-OCCUPANCY INFORMATION AND APPLICATION
CITY OF WAYNE – PLANNING DEPARTMENT

APPLICATION INFORMATION:

This application is used to request a Commercial Certificate of Occupancy due to the following:

- New Business
- Change of Ownership of Business

Application will be reviewed by the City Planning Department to ensure the proposed use meets zoning district requirements. There is a fee of \$100.00. *Applicants are encouraged to contact the City Planning Department to discuss and resolve any zoning issues or concerns prior to submitting application.*

City of Wayne Planning Department
(734) 895-9199

Once the Application is approved you are required to pay for and schedule your inspections at the Building & Engineering Department, 3200 S. Wayne Rd. Wayne, MI 48184. There is a fee of \$350.00.

INSPECTION INFORMATION:

Your Certificate of Occupancy will require inspections by the following Specialty Inspectors:

Building
Electrical
Mechanical
Plumbing
Backflow
Fire Marshal

Inspections are performed Monday through Friday, from 8:00 a.m. to 4:00 p.m. (days may vary depending on specialty).

PREPARING FOR YOUR INSPECTION:

- Make sure all areas of the building space are accessible for inspectors.
- Utilities should be connected and serviceable.

INSPECTION REPORT:

- Inspection reports expire if the property is not approved for occupancy within 6 months of the original inspection.
- Inspection reports are valid for the applicant and proposed business only.

CERTIFICATE OF OCCUPANCY:

A Certificate of Occupancy will be issued after a re-inspection has been performed and all noted violations have been corrected, required repairs have been made and all fees have been paid. Certificate of Occupancy must be obtained prior to occupation of building.

Certificates of Occupancy are prepared in the business name.

3200 South Wayne Road • Wayne, Michigan 48184 • (734) 895-9199
besper@cityofwayne.com



City of

WAYNE

PLANNING DEPARTMENT
3200 S. Wayne Rd. Wayne, MI 48184
ZONING PERMIT APPLICATION

NOTICE: YOU MAY NOT OCCUPY THIS BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY

DATE: _____

PROPOSED BUSINESS NAME: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S PHONE: _____

PROPERTY OWNER'S E-MAIL: _____

APPLICANTS NAME: _____

APPLICANT ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

PRIOR USE: _____

PROPOSED USE: _____

BLDG. SQ. FOOTAGE: _____

PARKING SPACES: _____

APPLICATION FEE: **\$100.00**

All information provided is true and completed to the best of my knowledge, and I have read and understand all parts of the application:

APPLICANT SIGNATURE: _____ DATE: _____

ZONING: _____

APPROVED CITY AUTHORIZED SIGNATURE: _____ DATE: _____

BUSINESS CONTACT INFORMATION
WAYNE POLICE/FIRE DEPARTMENTS

Business Name: _____

Address: _____ **Phone:** _____

Type of Business: _____

Do you have a Knox Box? () No () Yes-Location: _____

EMERGENCY CONTACT INFORMATION (List in Priority Order)

1. **Name:** _____ **Phone:** _____

Address: _____ **Key Holder: () No () Yes**

2. **Name:** _____ **Phone:** _____

Address: _____ **Key Holder: () No () Yes**

3. **Name:** _____ **Phone:** _____

Address: _____ **Key Holder: () No () Yes**

Property Owner: _____ **Phone:** _____

Address: _____ **Key Holder: () No () Yes**

Submission/Update Date: _____