



City of Richmond

Michigan

With Time for You • Since 1879

36725 Division Road
P.O. Box 457
Richmond MI 48062

(586) 727-7571 ext. 202
(586) 727-2489 – fax

RE-OCCUPANCY APPLICATION

Property Address: _____

Parcel Number: _____

Oct. 2015

**BUILDING RE-OCCUPANCY APPLICATION
CITY OF RICHMOND**

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Two (2) copies of the site plan and drawings are required with this application.

*This checklist is for re-occupancy of commercial and industrial properties only. Change of use will require approval of the Planning Commission. **APPLICATION MAY REQUIRE 7 TO 10 DAYS FOR REVIEW.*** You will be contacted when the permit is ready to be paid for and picked up.

A site plan/building drawing is required to be attached to this application. It must contain the information requested on the checklist (page 3).

	APPLICATION INFORMATION
Applicant's Name	
Applicant's Address	
Applicant's Telephone (day)	
Business name	
Business address	
Telephone (Business)	
Busienss FAX number	

	PROPERTY/PROJECT INFORMATION
Address of subject property	
Parcel identification number	
Projected occupancy date	
Current zoning	
Current use	
Proposed use	
Owner of subject property (if different than applicant). <i>If there are multiple owners, please list nams and address of each and indicate ownership. Attach additional sheets if necessary.</i>	
Address of property owner (if different than applicant).	

<p>Real Estate Firm/Broker handling transaction of property (if applicable). Provide name and address. Note: <i>If you do not own the subject property, you must provide a copy of a Purchase Agreement or instrument acceptable to the City indicating the owner is fully aware of, and in agreement with, the requested action.</i></p>	
---	--

APPLICANT CERTIFICATION	
<p>By signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections.</p> <p>Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.</p>	
By: _____ (Signature of Owner/Applicant)	By: _____ (Signature of Contractor/Builder)
Name: _____ (Type/print)	Name: _____ (Type/print)
Date: _____	Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
Date application received:	
Staff review date:	Building Official review date:
Staff reviewer name:	Building Official name:
Date plans approved for zoning:	Date plans approved by Bldg Official:
Special Conditions:	Special Conditions:

APPLICANT SITE PLAN CHECKLIST Section 1418 City of Richmond		_____ APPLICANT _____ ADDRESS _____
#	✓	SITE PLAN ITEM
1		Date
2		North arrow
3		Property address
4		Accurate description of property.
5		Description of proposed use, including: - number of employees _____ Full-Time _____ Part-Time _____ - nature of proposed use _____ - Dumpster/garbage pickup? _____ - Number of parking spots? _____ - Are site conditions existing or created by your request for occupancy? _____ - Floor plan sketch (Attached a copy to the application). - Hours and days open _____ - Any other general information describing the use _____ _____
6		Description of existing and proposed parking serving the site/building including parking area improvements (paving, landscaping, etc.) existing and proposed.
7		Description of existing and proposed landscaping, sidewalks, and other site amenities.
8		Description of buffering (i.e. walls, greenbelts) between the use and adjacent residential properties, both existing and proposed.
9		Description of site ingress and egress, both existing and proposed.
10		Any other information which would be useful in evaluating this request.

**Note: The site plan checklist is provided as a convenience for those filing a re-occupancy application and who might use the City of Richmond’s Zoning Ordinance. The re-occupancy application is not part of the zoning ordinance and may not possess a full description of required site plan detail pursuant to the subject request. Please consult with the Planning and Economic Development Department or the Zoning Ordinance for pertinent site plan information.

The building inspector will make the final determination whether the electrical, plumbing and/or mechanical inspectors will have to inspect the premises prior to opening the business. An additional fee will be charged if the other inspectors have to perform an inspection. All inspectors are part-time. Please consult with the Building Department regarding the times and dates that inspectors are available.