Reset Form

DEPT. OF PLANNING & COMMUNITY DEVELOPMENT
CHARMAINE KETTLER-SCHMULT, DIRECTOR

RE-OCCUPANCY PERMIT APPLICATION

Fee: $150.00

Address of Building _____ **Suite #** _____

Parcel ID #22-23- _____

Sq. Ft. of Tenant Space _____ **Total Sq. Ft. of Building** _____

Name of Proposed Business _____

Applicant Information

Name _____ Relationship to Business _____

Address _____ City _____ State _____ ZIP _____

Phone Number _____ Email Address _____

Property Owner Information

Name _____

Address _____ City _____ State _____ ZIP _____

Phone Number _____ Email Address _____

Is the property vacant? ☐ Yes ☐ No If yes, for how long? _____

Is outdoor storage, sales, display proposed, including trucks and trailers? ☐ Yes ☐ No
If yes, provide in the requested documents a description and location of the proposed outdoor storage.

I attest that all the information provided is true to the best of my knowledge.

Applicant Name (Print) _____

Applicant Signature _____

****See page 2 for required documents to submit with application****

CITY OF FARMINGTON HILLS
RE-OCCUPANCY PERMIT APPLICATION
REQUIRED DOCUMENTS

A complete submittal must include the following documents submitted to the Building Department:

1. **Completed application with wet signature of applicant.**
2. **Letter of Authorization from Property Owner or Property Management Company.**
3. **Application fee of $150.00**.
4. **Detailed use statement** containing the following:
   - ☐ Name, address, and home telephone number of proposed business proprietor
   - ☐ Name of proposed business
   - ☐ Current and proposed use of structures to be re-occupied
   - ☐ Detailed description of proposed business
   - ☐ Number of employees
   - ☐ Hours of operation
   - ☐ Number, sizes, and types and purposes of any and all trucks
   - ☐ Description of any proposed site modifications
   - ☐ Anticipated traffic volumes including daily and peak hour vehicle and truck trips
5. **Site plan, survey, or plot plan.** Plan sheets shall be legible and prepared by a person competent and knowledgeable to prepare such documents. Plot plans shall depict the following:
   - ☐ Scale and north arrow
   - ☐ Property address, parcel/lot lines, and dimensions of the parcel/lot
   - ☐ Abutting street names
   - ☐ Structure locations, uses, dimensions, and setbacks (including multi-tenant spaces)
   - ☐ Sidewalks, paved and gravel areas
   - ☐ Dumpster location and screening
   - ☐ Exterior lighting and landscaping
   - ☐ Existing and proposed signage
   - ☐ Fences and screening walls (material and height)
   - ☐ Parking lot layout, dimensions, and accessible spaces
   - ☐ Outdoor storage areas (including trucks, trailers, displays, and seating)
6. **Floor plan (existing and proposed).** Floorplans sheets shall be legible and prepared by a person competent and knowledgeable to prepare such documents. Floor plans shall depict the following:
   - ☐ Accurate (preferably to-scale)
   - ☐ Show exits and entrances to building and/or common hallways
   - ☐ Measurements of the building size
   - ☐ Measurements of the room sizes within the building/suite
   - ☐ Labels of the existing and proposed use of the rooms