



# City of Southgate

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE, MICHIGAN 48195

PHONE: (734) 258-3030 FAX: (734) 281-6670

[www.southgatemi.org](http://www.southgatemi.org)

## **CERTIFICATE OF RE-OCCUPANCY**

Square Feet	Cost
0 – 4,000	\$200.00
4,001 – 10,000	\$300.00
10,001 – 50,000	\$400.00
50,001 – 100,000	\$500.00
100,000 and up	\$600.00

1. On submission of the completed application and the required fee, the Building Department shall schedule an appointment for the building to be inspected by the following four (4) inspectors: building, plumbing, electrical, and mechanical. Inspections are scheduled on Mondays or Wednesdays.
2. You must contact the Fire Department at 734-258-3070 to schedule a Fire Inspection. The fee for Fire Inspection is \$125.00 and is to be paid for at the Building Department.
3. If the use is permitted in the zoning district and the inspection finds no corrections required, a full Certificate of Occupancy will be issued.
4. If the inspection reveals corrections to be made, a list of the needed corrections will be provided to you. Some corrections may require additional permits. Upon completion of the needed corrections, you must contact the Building Department to schedule the necessary re-inspection(s).
5. When all inspections are approved, a full Certificate of Occupancy will be issued.

**THE BUILDING IS NOT TO BE OPEN FOR BUSINESS WITHOUT A CERTIFICATE**

Date of Scheduled Inspection \_\_\_\_\_



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## Certificate of Re-Occupancy Application

The undersigned hereby makes application for a certificate of occupancy for the use of buildings or land as herein described:

Property Address	
Existing/Previous use of land	
Proposed use of land	
# of off street parking spaces provided	
Parking lot surface	

I hereby affirm that all of the above statements are true to the best of my knowledge and belief and that the provisions of all applicable ordinances will be complied with.

Occupant:	Address:	Phone:
Owner:	Address:	Phone:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: SITE PLAN REQUIRED WITH APPLICATION. MUST BE DRAWN TO SCALE & SHOW BUILDING AND PARKING (USE CHANGES ONLY).**

Please initial the following that you've read and understand the following:

1. Corrections letter will be available within TEN BUSINESS DAYS. x \_\_\_\_\_
2. Failure to be present and/or allow access to the building on date of scheduled inspection between normal inspection hours of 8-4 will result in a \$40 re-inspection fee PER INSPECTOR.  
x \_\_\_\_\_

**LOCAL GOVERNMENT USE ONLY:**

Date & Time of inspection: \_\_\_\_\_ Fee \$ \_\_\_\_\_



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A major objective of the City has been to continue the aesthetic improvements made in our commercial areas. We feel this approach is in the best interest of the City and also results in a viable business community. The following areas have caused a certain amount of congestion to businesspersons. Therefore, this transmittal is provided for clarification purposes.

1. Tenant is responsible for:
  - a) Keeping parking lot free of weeds and debris
  - b) Keeping area between curb and property line free of weeds and debris and in a general neat and clean manner
  - c) Snow removal from public walks
  - d) Keeping building front clean and in good repair
  - e) Removing graffiti from exterior building walls and screen walls when it occurs
2. Permits are required for:
  - a) Signs
  - b) Building alterations or additions, electrical, plumbing, heating and A/C
  - c) Parking lots
  - d) Concrete replacement
- 3. Exterior brick building walls shall not be painted x\_\_\_\_\_**
4. Overnight vehicle storage is not permitted in business district parking lots except in accordance with Chapter 1298.05 (c)(2) of the Zoning Ordinance
5. Advertising signs are not allowed to be painted directly onto exterior building walls or screen walls
6. Pennants, banners and such temporary signs are not permitted to be displayed on public property
7. Temporary banners/pennants/portable signs advertising specials are permitted to be displayed on private property for not more than 7 consecutive days, with a maximum of 8 permits allowed per year; or
8. One message board sign may be utilized throughout the calendar year provided it meets the requirements of Section 1298.18(1) of the Zoning Ordinance.
9. Rubbish to be kept in containers and not placed outside until rubbish pick-up day
10. Outdoor storage, display and sales of merchandise is not permitted

I certify that I have read and fully understand the above areas of concern.

Signature of lessee or occupant \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_