

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: _____ Email: _____

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# _____ PROJ# _____ INITIAL: _____



Certificate of Zoning Compliance Instructions

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