





NEW BUILDINGS & ADDITIONS 	EXISTING BUILDINGS ALTERATIONS /REMODELS 	EXISTING BUILDINGS RE-OCCUPANCY NEW TENANT CHANGE OF OWNERSHIP NAME CHANGE ONLY  
BEGIN PRELIMINARY SITE PLAN REVIEW Visit the Planning and Zoning Department (2 nd Floor)	SUBMIT BUILDING PERMIT APPLICATION OR REVISED PLANS	OBTAIN ZONING COMPLIANCE CERTIFICATE Visit the Planning and Zoning Department (2 nd Floor)
BOARDS AND COMMISSION APPROVALS (If applicable)	15 BUSINESS DAY REVIEW	COMPLETE RE-OCCUPANCY INSPECTION APPLICATION HEAT CERT REQUIRED (more than 1 yr old) Visit Building & Inspection Services (2 nd Floor) *Form available on Building Dept. webpage*
OBTAIN SITE PLAN APPROVAL	STATUS VISIBLE WITH ONLINE PORTAL *Link available on Building Dept. webpage*	SCHEDULE RE-OCCUPANCY INSPECTION (SAME DAY :FIRE & BLDG)
REQUEST BUILDING ADDRESS (NEW BLDGS) Visit the Planning and Zoning Department	APPROVAL or REQUEST FOR REVISION NOTIFICATION SENT VIA EMAIL TO APPLICANT	IF PLANS ARE REQUIRED, see <u>SUBMIT PERMIT APPLICATION</u>
SUBMIT FOR CIVIL ENGINEERING REVIEW Visit Engineering Department (2 nd Floor) Eng Review may run concurrent with Building Permit Review	PERMIT IS READY TO ISSUE OR RE-SUBMIT REVISED PLANS	INSPECTION REPORT PROVIDED TO APPLICANT
<u>SUBMIT BUILDING PERMIT APPLICATION</u> *Submittal requirements available on our Building Dept. webpage		COMPLETE ANY CORRECTIONS AND SCHEDULE RE-INSPECTION
15 BUSINESS DAY REVIEW		CERTIFICATE OF OCCUPANCY ISSUED
STATUS VISIBLE WITH ONLINE PORTAL *Link available on Building Dept. webpage		
REQUEST FOR REVISION OR APPROVAL NOTIFICATION SENT VIA EMAIL		CANTON TOWNSHIP WEBPAGE http://www.canton-mi.org
PERMIT IS READY TO ISSUE Trade and sign permits are separate		*DEPARTMENT WEBPAGE* http://www.canton-mi.org/190/Building-Inspection-Services

