



Charter Township of West Bloomfield

Building Department

4550 Walnut Lake Road

West Bloomfield, MI 48323

Phone: 248-451-4842

Fax: 248-451-4871

www.wbtownship.org

**CHANGE OF OCCUPANCY
PERMIT APPLICATION**

<p>BUSINESS INFORMATION</p> <p><i>All Change of Occupancy Inspections Are Done On Tuesdays or Thursdays Only Between 10:00am and 12:00pm</i></p>	Name:	Phone:
	Plaza Name:	Sidwell No.:
	Address:	Email:
	Name of Proposed Business: Submit separate use statement that identifies the following: <ul style="list-style-type: none"> Nature of Business Anticipated Hours All Use/Services Provided 	
<p>APPLICANT INFORMATION</p>	Name:	Phone:
	Address:	Email:
	City, State, Zip Code	
	Is the applicant the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, applicant must complete Property Owner Information below.	
<p>PROPERTY OWNER INFORMATION</p>	<i>Complete this section if applicant is not the property owner</i>	
	Name:	Phone:
	Address:	Email:
	City, State, Zip Code	
<p>BUILDING USE GROUP CLASSIFICATION</p> <p><i>For all questions and requirements, contact Building Department at 248-451-4842</i></p> <p><i>Signage questions: Planning Department 248-451-4876</i></p>	<input type="checkbox"/> Assembly "A" <input type="checkbox"/> Business "B" <input type="checkbox"/> Educational "E" <input type="checkbox"/> Factory/Industrial "F" <input type="checkbox"/> High Hazard "H"	
	<input type="checkbox"/> Institutional "I" <input type="checkbox"/> Mercantile "M" <input type="checkbox"/> Residential "R" <input type="checkbox"/> Storage "S" <input type="checkbox"/> Utility	
	Square Footage _____ Occupant Load _____	
	Does the Building Have a Fire Suppression System: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the Building Have a Fire Alarm System: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will the Proposed New Business Be Installing New Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No Will the Proposed New Business Be Modifying An Existing Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No	
FEES	Change of Occupancy Fee	\$ 325.00
<p>ADDITIONAL DOCUMENTS</p> <p>SUBMIT WITH APPLICATION</p>	<p>I have attached the following (incomplete application, including missing documents are not accepted)</p> <input type="checkbox"/> Completed Application <input type="checkbox"/> Property Owner Authorization <input type="checkbox"/> Detailed Plan Showing Layout <input type="checkbox"/> Appropriate Fees <input type="checkbox"/> Occupant Load <input type="checkbox"/> Square Footage	
	Applicant Signature:	Date: