



**BUILDING – COMMERCIAL BUILDINGS**  
**RE-OCCUPATION APPLICATION**  
**YOU MUST FILL IN ALL FIELDS**

Hamtramck City  
3401 Evaline  
Hamtramck, MI 48212  
Ph: 313-800-5233 Ext. 814

It is unlawful to use or occupy a structure without a certificate of use & occupancy under Michigan compiled law 125.1513. Per Hamtramck City Ordinance 21-01, Chapter 121, §121.003, the City of Hamtramck is not accepting applications for any new Marijuana related businesses.

**PROPERTY/BUILDING INFORMATION:**

Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BUSINESS OWNER/TENANT:**

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Mailing Address/City/Zipcode: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Open to the public:  Yes  No If yes, please inform days and hours: \_\_\_\_\_

Number of employees: \_\_\_\_\_ Are you relocating this Business in the city?  Yes  No

If yes, please provide address: \_\_\_\_\_

Check all that apply:  Business Name Change  Business Ownership Change

New Tenant (Business)  Relocating within City

Building Square Footage: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

PLEASE SUBMIT TWO (2) PLOT PLANS AND FLOOR PLANS INDICATING ANY PROPOSED CHANGES AND/OR PROPOSED DEMOLITION DRAWN TO SCALE. PLANS SHOULD BE PREPARED COMPETENTLY, AND DEPENDING ON THE EXTENTION OF WORK, MAY REQUIRE AN ARCHITECTURAL OR ENGINEERING SEAL. PLOT PLAN SHALL INCLUDE THE FOLLOWING: LOT LINES AND DIMENSIONS; BUILDING DEMENSIONS AND SETBACKS; SIDEWALKS; FENCES AND SCREENING WALLS; DUMPSTER LOCATION AND SCREENING; OUTDOOR LIGHTING; PROPOSED OUTDOOR STORAGE; PARKING; AND SIGNAGE. NOTE: NEW SIGNAGE WILL REQUIRE ADDITIONAL PERMITS.

**BUILDING USE OPTIONS**

**Previous Use:** \_\_\_\_\_

**Proposed/New Use: (in detail)** \_\_\_\_\_

নথিপত্র বা দলিল পত্র গুলি সম্পূর্ণ করতে বা বোঝার জন্য অনুবাদ পরিষেবার দরকার হলে অনুরোধ করতে বিভাগীয় প্রধানের সাথে যোগাযোগ করুন।

إذا كانت هناك حاجة إلى خدمة الترجمة لأكمال المستندات أو فهمها،الرجاء التواصل بأدارة القسم لطلب المساعدة

**USE OCUPANCY CLASSIFICATION**

- Vacant more than 6 months
- A-1 Assembly, Theaters
- A-2 Assembly, nightclubs, bars, restaurants
- A-3 Assembly, rec centers, religious buildings
- A-4 Assembly, indoor sporting facilities
- A-5 Grandstands, stadiums, outdoor sporting events
- B Business
- E Education
- F-1 Factory and industrial, moderate hazard
- F-2 Factory and industrial, low hazard
- H-1 High hazard, detonation hazards
- H-2 High hazard, deflagration hazards
- H-3 High hazard, physical hazards
- H-4 High hazard. health
- H-5 Hazardous production materials
- I-1 Institutional, supervised residential care
- I-2 Institutional, incapacitated, hospital, nursing home
- I-3 Institutional, restrained, prisons
- M Mercantile
- R-1 Residential, hotels, motels, boarding houses
- R-2 Residential, multiple-family, fraternity, sorority
- R-3 Residential, 1 and 2 family and townhouses
- R-4 Assisted living (6-16 occ.)
- S-1 Storage, moderate hazard
- S-2 Storage, low hazard
- U Utility, miscellaneous, garages, fences, sheds
- Mixed Uses \_\_\_\_\_

**SUPPRESSION SYSTEM**

- NFPA-13                       Limited Area                       Partial
- NFPA-13R                       Range Hood                       Complete
- NFPA-13D                       None

**ALARM SYSTEM**

- Manual     Automatic Detection     None     Partial     Complete

**ZONING**

Proposed Construction:  Interior Only     Exterior/Façade     Addition     None

To initiate a site planned project, contact the Building Department for additional applications/fees, escrow for Planning Consultant review, meeting dates and deadlines.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant is hereby notified that this re-occupancy application is strictly limited to the enforcement of state and local building code requirements, as required by MCL 125.1513. The issuance of a certificate of use and occupancy does not constitute approval of any other city, county, state, or federal license or permits that are required for the applicant to use the building as desired. The issuance of a certificate of occupancy, re-occupancy certificate, does not create any vested right to any particular use of the building. The applicant agrees that it is performing the repairs and construction required for a certificate of occupancy or reoccupancy at its own risk and without any assurance that it will be granted all other approvals and licenses, whether city, county, state or federal, that are required to use the property as the applicant desires. All funds expended by the Applicant prior to obtaining all other required licenses, permits and approvals at is done at the applicant's own risk done at the applicant's own risk.

Signature of **Business** Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES**

**Building: \$300.00    Fire: \$100.00    Zoning: \$ 75.00    Total: \$ 475.00**

**BUILDING NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_ C of O #: \_\_\_\_\_