

# Canton Township Certificate of Occupancy & Re-Occupancy Program

Dear Canton Township Property and Business Owners:

This letter is intended to help guide property and business owners through Canton Township's Certificate of Occupancy and Re-Occupancy Programs and Policies. Thank you for being a partner in helping the Canton Community to continue to grow and prosper. We value your business and property ownership as a vital part of our growing community. Our goal is to provide safe and well-maintained businesses for our citizens, as well as for the patrons from other communities that Canton businesses attract.

Canton Township Ordinances and policies require a current Zoning Compliance Certificate, an overall Certificate of Occupancy for the Building Owner and a Tenant Certificate of Occupancy for each tenant of all commercial and industrial occupancies. Apartment Complexes over 3 units also requires an overall building Certificate of Occupancy.

Canton Township requires Building Owners to have a Certificate of Occupancy for the building structure, envelope and grounds only. That Certificate stays with the building for the life of the building, until the building use and occupancy classification changes, or the building is sold. Building Owners must notify our division of a change in ownership by emailing [alison.eisenbeis@canton-mi.org](mailto:alison.eisenbeis@canton-mi.org) and providing the building's address, the new building owner's name, address and emergency contact information.

For Building Owners who are also the Tenant, a Certificate of Occupancy will be issued reflecting that circumstance.

Business Owners (Tenants) are responsible to have a valid Tenant Certificate of Occupancy in their name, and their Business's name. The three-step process to obtain a Tenant Certificate of Occupancy is as follows:

- (1) Obtain a **Zoning Compliance Certificate** from Canton's Planning Services Division, who will verify the Zoning Compliance for that business at that identified location.
- (2) Once the Zoning Compliance Certificate is obtained, the Business Owner needs to contact Canton's Building and Inspection Services Division to obtain a **Re-Occupancy Permit**.
  - a. The Re-Occupancy Permit application must include a copy of the Zoning Compliance Certificate and a completed heating/cooling and ventilation system certification form, which is included in this information packet. That form is to be completed by a licensed Heating and Cooling Contractor. You can also download the Re-Occupancy Permit application and the Heat Certification Form from our website, or pick them up at the Building & Inspection Services Division counter that is located on the second floor of the Canton Administration Building. The total fee for the Re-Occupancy permit is \$105.00.
  - b. Once the completed Re-Occupancy Permit application is received, your property will be jointly inspected by a Building and Fire Inspectors within 72 hours (3 business days). The Field Inspection Reports can be left with the applicant or be available on the Canton Township CityView Portal. All noted requirements that are required to be addressed will be noted at that time. A Tenant Certificate of Occupancy will not be issued until all work on the two (2) field inspection reports have been completed and approved.
- (3) If building improvements or remodeling are planned, the applicant must submit for a **Building Permit** after the Re-occupancy Inspection has been scheduled. All commercial alterations require (3) sets of plans sealed by a Michigan Architect or Engineer. Refer to the Commercial Tenant Permit application submittal checklist on our webpage for requirements.

Building Owners can be held responsible for allowing a tenant to occupy a building or space under their control without having a valid Tenant Certificate of Occupancy.

If we can offer further assistance, please contact me at 734-394-5207 or email me at [robert.creamer@canton-mi.org](mailto:robert.creamer@canton-mi.org)

Packet Enclosures:

Zoning Certificate Application







Re-Occupancy Application

Commercial / Rental Inspection Heat Certification Form

Commercial Plan Review Table

Commercial Tenant Permit and Plan Review Information

Commercial Tenant Remodel or Build-out Plan Requirements

NEW BUILDINGS & ADDITIONS 	EXISTING BUILDINGS ALTERATIONS /REMODELS 	EXISTING BUILDINGS RE-OCCUPANCY NEW TENANT  
<b>BEGIN PRELIMINARY SITE PLAN REVIEW</b> Visit the Planning and Zoning Department (2 <sup>nd</sup> Floor)	<b>SUBMIT BUILDING PERMIT APPLICATION OR REVISED PLANS</b>	<b>OBTAIN ZONING COMPLIANCE CERTIFICATE</b> Visit the Planning and Zoning Department (2 <sup>nd</sup> Floor)
<b>BOARDS AND COMMISSION APPROVALS</b> (If applicable)	<b>15 BUSINESS DAY REVIEW</b>	<b>COMPLETE RE-OCCUPANCY INSPECTION APPLICATION</b> HEAT CERT REQUIRED (more than 1 yr old) Visit Building & Inspection Services (2 <sup>nd</sup> Floor) *Form available on Building Dept. webpage*
<b>OBTAIN SITE PLAN APPROVAL</b>	<b>STATUS VISIBLE WITH ONLINE PORTAL</b> *Link available on Building Dept. webpage*	<b>SCHEDULE RE-OCCUPANCY INSPECTION (SAME DAY :FIRE &amp; BLDG)</b>
<b>REQUEST BUILDING ADDRESS (NEW BLDGS)</b> Visit the Planning and Zoning Department	<b>APPROVAL or REQUEST FOR REVISION NOTIFICATION SENT VIA EMAIL TO APPLICANT</b>	<b>IF PLANS ARE REQUIRED, see <u>SUBMIT PERMIT APPLICATION</u></b>
<b>SUBMIT FOR CIVIL ENGINEERING REVIEW</b> Visit Engineering Department (2 <sup>nd</sup> Floor) Eng Review may run concurrent with Building Permit Review	<b>PERMIT IS READY TO ISSUE OR RE-SUBMIT REVISED PLANS</b>	<b>INSPECTION REPORT PROVIDED TO APPLICANT COMPLETE ANY CORRECTIONS AND SCHEDULE RE-INSPECTION</b>
<b><u>SUBMIT BUILDING PERMIT APPLICATION</u></b> *Submittal requirements available on our Building Dept. webpage		<b>CERTIFICATE OF OCCUPANCY ISSUED</b>
<b>15 BUSINESS DAY REVIEW</b>		
<b>STATUS VISIBLE WITH ONLINE PORTAL</b> *Link available on Building Dept. webpage		<b>CHANGE OF OWNERSHIP or NAME CHANGE</b>  
<b>REQUEST FOR REVISION OR APPROVAL NOTIFICATION SENT VIA EMAIL</b>	<b>CANTON TOWNSHIP WEBPAGE</b> <a href="http://www.canton-mi.org">http://www.canton-mi.org</a>	<b>Notify Building &amp; Inspection Services of any change in ownership by emailing the following information to <a href="mailto:alison.eisenbeis@canton-mi.org">alison.eisenbeis@canton-mi.org</a></b>
<b>PERMIT IS READY TO ISSUE</b> Trade and sign permits are separate	<b>*DEPARTMENT WEBPAGE*</b> <a href="http://www.canton-mi.org/190/Building-Inspection-Services">http://www.canton-mi.org/190/Building-Inspection-Services</a>	<b>Building address, building owner information (see page 3 of permit application), tenant addresses and tenant business names.</b>



# Certificate of Zoning Compliance Instructions

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## 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***

# 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: \_\_\_\_\_

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# \_\_\_\_\_ INITIAL: \_\_\_\_\_



# Re-Occupancy Permit Application

CHARTER TOWNSHIP OF CANTON  
DEPARTMENT OF MUNICIPAL SERVICES  
BUILDING & INSPECTION SERVICES

Check #: \_\_\_\_\_ Permit #: \_\_\_\_\_

## I. IDENTIFICATION

Permit Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

2. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

## II. LOCATION OF REOCCUPANCY

Address \_\_\_\_\_ Canton, MI Zip \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Zoning District \_\_\_\_\_ Suite \_\_\_\_\_

## III. TYPE OF REOCCUPANCY

A. Type of Improvement: **RE-OCCUPANCY**

Use (check one)

Commercial No. of Tenant Spaces:

Industrial No. of Tenant Spaces:

Residentail Apartment (multiple units):

**Describe in detail the proposed use of the structure/building:**

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# Re-Occupancy Permit Application Page 2

## IV. VALIDATION

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

### **Certificate of Occupancy Information:**

If applicable, please provide the required information for your Certificate of Occupancy:

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

Business Owner Name, Address, Phone Number and Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name, Address, Phone Number and Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* The Building Division will communicate with the emergency contact regarding an immediate building issue or to update information as needed.*



## COMMERCIAL RENTAL INSPECTION PROGRAM HEAT CERTIFICATE

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

Contractor Information: Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Address: \_\_\_\_\_

State License: \_\_\_\_\_ Certification Categories: \_\_\_\_\_

\_\_\_\_\_

Furnace Brand Name: \_\_\_\_\_ Year Built: \_\_\_\_\_

Model # \_\_\_\_\_ Serial # \_\_\_\_\_

C.O. TEST RESULT: \_\_\_\_\_ PPM

CERTIFIED YES  NO

By checking yes, I certify that all safety controls have been checked and tested, and the entire system has been thoroughly inspected and is operating in a safe efficient manner.

A separate certificate is required for each system.

Signature of Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## CHEMICAL SURVEY

**Information:** This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended and the Fire Prevention Code, PA 207 of 1941, as amended.

**Instruction:** Indicate below whether your site uses or produces any of the chemical types listed. Check all categories that apply when a chemical has more than one characteristic, (example: both a Class 3 flammable and a Class 6 poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference Material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

**NOTE: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" BOX.**

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but at least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

- This site is:  **Chemical User** – (Chemicals used in activities on site)  
 **Chemical Producer** – (chemicals manufactured at this site, includes packaging)  
 **Do Not Have Any Chemicals**  
 **Other** – Mark this box if chemicals are stored on site, but not used or produced. Please specify (Examples: service station, retail store, storage facility)

Date Completed: \_\_\_\_\_

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

Name of Premises: \_\_\_\_\_

Site Telephone and email address: \_\_\_\_\_ / \_\_\_\_\_

### Emergency Contacts:

Name/Title	Home Number	E-Mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____



Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

<b>Check 1 Box for Each Category</b>				
<b>Chemical Type</b>	<b>Specified Quantity</b>	<b>Have at or Above Specified Quantity</b>	<b>Have but Below Specified Quantity</b>	<b>Do Not Have</b>
Class 1				
Explosives & Blasting Agents (Not including Class C Explosives)	Any Quantity			
Class 2				
Poison Gas	Any Quantity			
Flammable Gas	100 Gal. water capacity			
Non-Flammable Gas	100 Gal. water capacity			
Class 3				
Flammable Liquid	1,000 Gallons			
Combustible Liquid	10,000 Gallons			
Class 4				
Flammable Solid (dangerous when wet)	100 lbs.			
Flammable Solid	500 lbs.			
Spontaneously Combustible Material	100 lbs.			
Class 5				
Oxidizer	500 lbs.			
Organic Peroxide	250 lbs.			
Class 6				
Poison	500 lbs.			
Irritating Material: Liquid	1,000 gal.			
Irritating Material: Solid	500 lbs.			
Class 7				
Radioactive Material (Yellow III Label)	Any Quantity			
Class 8				
Corrosives: Liquid	1,000 Gal.			
Corrosives: Solid	500 lbs.			
No DOT Category				
Known Human Carcinogen				

Please return within ten days to 1150 S. Canton Center, Canton, MI 48188, fax 734-394-5450, or email them to [k.ferguson@canton-mi.org](mailto:k.ferguson@canton-mi.org).

## ***Hazardous Chemical Definitions***

**Carcinogen** – A chemical is considered to be carcinogen if: 1) it has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen; or 2) it is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition), or 3) it is regulated by OSHA as a carcinogen.

**Combustible Liquid** – Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 300 degrees F (93.3 degrees C), except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C), or higher, the total volume of which make up 99 percent or more of the volume of the mixture.

**Corrosive – liquid and solid** – Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.

**Explosives and blasting agent – (not including class C explosives)** – “Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. “Blasting Agent” means a material designed for blasting. It must be so insensitive that there is very little probability of: 1) accidental explosion, or 2) going from burning to detonation.

**Flammable liquid** – Any liquid having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.

**Flammable solid** – A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption or moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.

**Flammable solid (dangerous when wet)** – Water reactive Material (Solid) – Any solid substance (including sludge’s and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec. 171.8)

**Irritating material** – liquid and solid – A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

**Non flammable gas** – Any compressed gas other than a flammable compressed gas.

**Organic peroxide** – An organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

**Oxidizer** – A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Example being: chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.

**Poison** – Less dangerous poisons, toxic – substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are hazard to health during transportation.

**Poison gas** – Extremely dangerous poisons, highly toxic poisonous gases or liquids – very small amount of the gas or vapor of the liquid, mixed with air is dangerous to life.

**Radioactive material (yellow 111 label)** – Any material, or combination of materials, that spontaneously gives off ionizing radiation.

**Spontaneously combustible material** – (Solid) A solid substance (Including sludge’s and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.