



# City of Rochester

400 SIXTH STREET  
ROCHESTER, MICHIGAN 48307  
TELEPHONE (248) 651-9061  
FAX (248) 651-2624  
www.ci.rochester.mi.us

## CERTIFICATE OF OCCUPANY – NON RESIDENTIAL TENANCY

The City of Rochester Zoning Ordinance, Article 29- Administration and Enforcement, Section 2904-Certificate of Occupancy states that a new Certificate of Occupancy shall be required for change of use and/or tenancy in all non-residential structures or properties.

**Inspections by the Building, Fire and Planning Departments are required prior to occupancy.**

ADDRESS OF PROPERTY: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

BUSINESS OWNER ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

SQUARE FOOTAGE OF BUSINESS SPACE: \_\_\_\_\_

DESCRIBE PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

I am aware that approval of the above use and occupancy change(s) is limited to those described in the Zoning Ordinance and that any further change(s), addition(s) or expansion from the approved use(s) is expressly prohibited.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name Phone: \_\_\_\_\_

**The fee is \$100.00, checks should be made payable to "CITY OF ROCHESTER".  
Return to: 400 Sixth Street, Rochester MI 48307**

FOR CITY USE ONLY:

Planning/Zoning:	Approved	Not approved
Parking lot maintenance	Approved	Not approved
Landscaping maintenance	Approved	Not approved
Signage	Approved	Not approved
Building exterior maintenance	Approved	Not approved
Trash enclosure maintenance	Approved	Not approved
Building permits	Approved	Not approved
Business Registration	Approved	Not approved
Compliance with Site Plan	Approved	Not approved

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Planning Director Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Building Inspector Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief Signature