



TELEPHONE (248) 733-3700
www.rochestermi.org



NON-RESIDENTIAL CHANGE OF TENANCY - CHANGE OF OCCUPANCY

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: _____

EMAIL ADDRESS: _____

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.

_____ Date: _____

Signature

_____ Phone: _____

Printed Name

**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

NEW USER GROUP _____

COMMENTS:

_____ Date: _____
Planning Director Signature

_____ Date: _____
Building Inspector Signature

_____ Date: _____
Fire Chief Signature