



City of Rochester
 400 Sixth Street
 Rochester Michigan 48307
 TELEPHONE (248) 733-3700
 www.rochester.mi.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: _____

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 |

CURRENT USER GROUP _____

NEW USER GROUP _____

COMMENTS:

Date: _____
Planning Director Signature

Date: _____
Building Inspector Signature

Date: _____
Fire Chief Signature