



## NON-RESIDENTIAL OCCUPANCY GUIDE

### Application and Required Approvals

Bring copies of the following documents to our office and apply for approval.

1. Four (4) complete sets of construction documents and site plans-see below
2. Application completed and signed by applicant. To complete the application, you will need all project information including Street No., name and parcel ID (contact the Auditor's office, 732-7150).
3. Applicable fees paid.
4. Flood plain determination and/or Flood Plain Development Application, if required.
5. Provide a Zoning permit or Letter of Approval from your local Township or Village.
6. Private/On-Site System - If property has septic or cistern, obtain approval from the Public Health District.

We will review your plans within 10 business day after your submittal. If there are corrections to be made you will need to submit 4 revised set of plans to address the correction list. Drawings will need to be corrected and returned to our office for review.

### Plans Required (4 complete sets)

See back of page for detailed information. Provide a drawing of the floor plan of the area.

Include address, building number/suite number, intended use of rooms/spaces

Location of walls/partitions with measurements and square footage

Location of restrooms with fixtures, location and size of doors, with illuminated exit signs and emergency lighting, location of fire extinguisher(s). Additional sheets will be required for basements or upper stories. Provide a vicinity plan if your space is part of a multi tenant building.

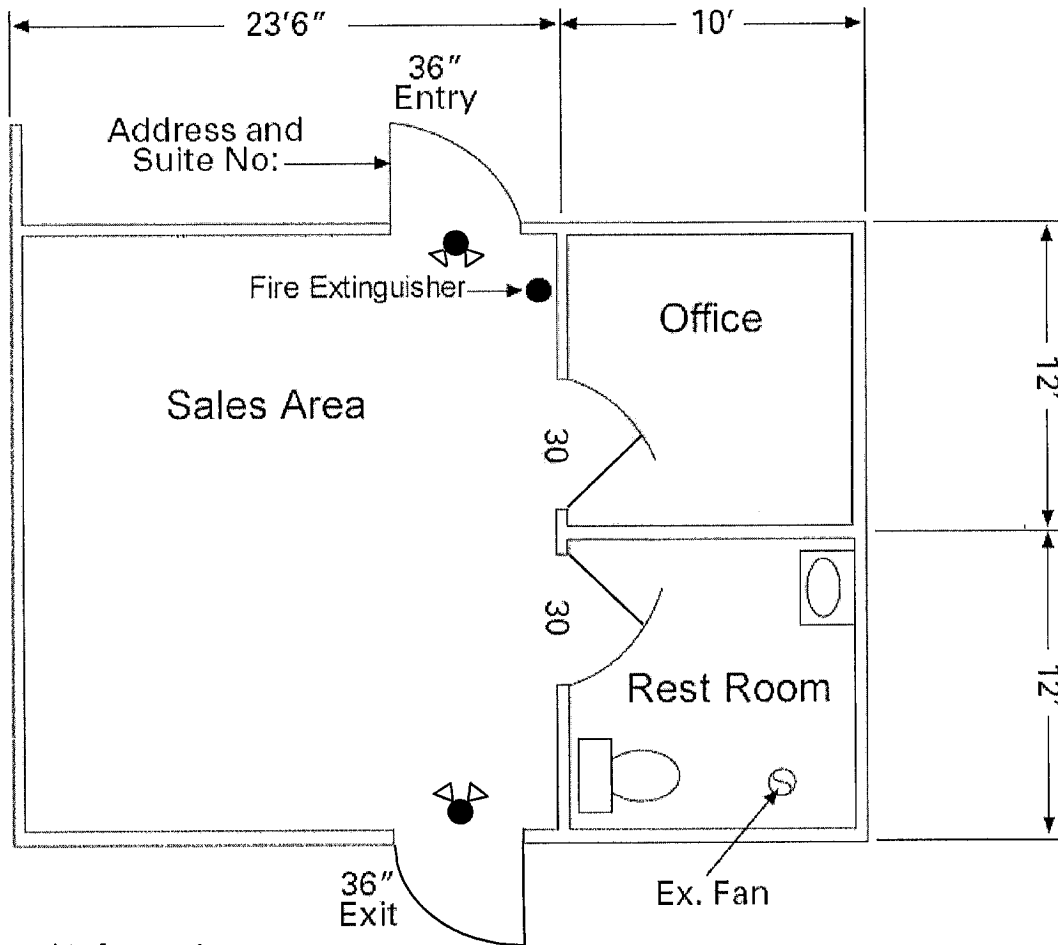
### Design Requirements

The items on this list will be examined and any other issues that may pertain to your project.

### Required Inspections

Final Inspection: When all life safety measures are in place.

## Sample Floor Plan for a Certificate of Occupancy



### Required information:

1. Address, building number and or suite number (display on or near entry door in a minimum size of 6" letters with contrasting background).
2. Label the intended use of rooms or spaces.
3. Location of walls and partitions with measurements and square footage.
4. Location of rest rooms with fixtures.
5. Location and size of doors. Show illuminated exit signs and emergency lighting if provided.
6. Location of fire extinguisher(s)
7. Additional sheets will be required if basements or upper stories exist.
8. Provide a vicinity plan if your space is part of a multi tenant building.