



# The Charter Township of Commerce Procedures for Opening a New Business

If you wish to open a new business, change the use of an existing building, or re-open after a period of 6 months, a new Certificate of Compliance must be obtained.

## **1. Application – Zoning Review Application (Planning Department)**

## **2. Application – Inspection Application**

- Inspection fees will be \$472.00, along with the non-domestic user survey form if needed
- All owners must submit an application to Inspect Existing Structure, to the Building Department
- Applications must be signed by property owner, or submit a notarized letter agreeing to inspections

### Inspections

- The following inspections will be performed: Building, Electrical, Mechanical, Plumbing, Property Maintenance, Fire Safety and Water & Sewer for compliance with ordinance 62.
- A ladder needs to be on-site for inspections

### Corrections

- You will receive a list of violations for each inspection performed
- Corrections must be made prior to occupy the building
- Repairs must be completed by a licensed contractor. Permits may be necessary, depending upon nature of violation

### Re-Inspections

- When corrections are complete, it is your responsibility to call for re-inspection, inspectors will not come out automatically
- If violations are not corrected within three months, we will close the file

## **3. Final approval**

- Once all approvals have been obtained, please call to verify that the Certificate of Compliance has been signed, before coming in.



# INSPECTION APPLICATION FOR A NEW BUSINESS

Planning approval letter

## LOCATION

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

Parcel/Sidwell number: \_\_\_\_\_

Plaza name (if applicable): \_\_\_\_\_

Zoning classification: \_\_\_\_\_

Parking spaces \_\_\_\_\_

Sewer -  Municipal  Septic

Water -  Municipal  Well

## PROPERTY OWNER

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**SIGNATURE OF OWNER:** \_\_\_\_\_

\_\_\_\_\_

(Print name)

**PROPOSED BUSINESS INFORMATION**

Business name: \_\_\_\_\_

Owner name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of goods and /or services provided, sold or stored: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours of operation: \_\_\_\_\_

**RESULTS WILL BE SENT TO OWNER UNLESS OTHER NAME IS SPECIFIED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_  
(Print name)

# REU CALCULATION

<b>ACCOUNT #</b>														
<b>ADDRESS</b>														
<b>PARCEL</b>														
<b>BUSINESS NAME</b>														
<b>TYPE OF BUSINESS</b>														

<b>FOOD/RETAIL</b>				
HALL	FIXTURES		X 0.23 =	
COUNTY CLUB	MEMBERS		X 0.04 =	
STORES	SQ FT		X 0.04 =	
CONVENIENCE	FLAT		X 1 =	
GROCERY - FULL SERIVE	SQ FT		X 0.26 =	
GROCERTY ONLY	SQ FT		X 0.16 =	
FRATERNAL	SQ FT		X 0.04 =	
RESTAURANT W/ LIQUOR	FIXTURES		X 0.35 =	
RESTAURANT W/O LIQUOR	SEATS		X 0.08 =	
QUICK SERVICE W/ DINNING	FIXTURES		X 0.49 =	
QUICK SERVICE W/O DINNING	FLAT		X 1 =	

<b>AUTO</b>				
SHOWROOM - DEALERSHIP	SQ FT		X 0.37 =	
SERVICE - REPAIR	EMPLOYEES		X 0.29 =	
GAS STATION	PUMPS		X 0.21 =	
SELF SERVICE CAR WASH	STALLS		X 2.89 =	
AUTOMATIC CAR WASH	SQ FT		X 6.95 =	

<b>MEDICAL</b>				
MEDICAL CLINICS	SQ FT		X 0.19 =	
DENTAL CLINICS	DENTISTS		X 0.83 =	
HOSPITALS	BEDS		X 0.37 =	
RETIREMENT - ASSISTED	BEDS		X 0.39 =	

<b>SERVICES</b>				
NAIL SALON	EMPLOYEES		X 0.18 =	
BARBER	FIXTURES		X 0.14 =	
BEAUTY SALON	SQ FT		X 0.71 =	
FUNERAL HOMES	SQ FT		X 0.15 =	
DRY CLEANERS	SQ FT		X 1.18 =	
SELF SERVICE LAUNDRY	FIXTURES		X 0.63 =	
PET KENNELS	FIXTURES		X 0.63 =	
PET GROOMING	SQ FT		X 1.33 =	
HOTEL	ROOMS		X 0.38 =	
MOTEL	SQ FT		X 0.9 =	
CHURCHES	SQ FT		X 0.11 =	

<b>OTHER</b>				
OFFICE	SQ FT		X 0.4 =	
WAREHOUSE - STORAGE	FIXTURES		X 0.12 =	
MANUFACTURING - DRY	FLAT		X 1.38 =	
MANUFACTURING - WET	FIXTURES		X 0.29 =	

<b>GOVERNMENT- SCHOOLS</b>				
PUBLIC INSTITUTIONS	FIXTURES		X 0.12 =	
FIRE STATIONS	EMPLOYEES		X 0.4 =	
POLICE STATIONS	EMPLOYEES		X 0.09 =	
DAY CARE	FLAT		X 4.28 =	
ELEMENTARY	STUDENTS		X 0.02 =	
MIDDLE SCHOOL	SQ FT		X 0.12 =	
HIGH SCHOOL	SQ FT		X 0.09 =	

<b>ENTERTAINMENT</b>				
BOWLING ALLEY	SQ FT		X 0.36 =	
THEATERS	SQ FT		X 0.27 =	
KIDS PLAY CENTERS	SQ FT		X 0.12 =	
HEALTH CLUB W/ SHOWER/POOL	FIXTURES		X 1.29 =	
HEALTH CLUB W/O SHOWER/POO	SQ FT		X 0.29 =	
SWIMMING POOLS	SQ FT		X 12.2 =	

<b>TOTAL REU</b>														
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