Certificates of Occupancy for Existing Spaces

The City of Southfield requires that all occupants of any building must first obtain a certificate of occupancy, before occupancy takes place. Furthermore, building permits are required for alteration work done on a building.

The procedure for obtaining a certificate of occupancy in an existing building is as follows:

1. The first step is to get Planning Department zoning approval. In order to obtain this there must be an approved Site Plan on file, if there is not, you may have to provide one. Then the Planning Department will make an on-site inspection.

2. When this has been granted, either a building permit or a Special Inspection must be obtained. A Special Inspection is performed to ensure that the building/suite is up to current building codes for egress and life safety. If the Special Inspection reveals there are violations for which corrections are required, they must be completed before a certificate of occupancy can be issued. If no violations exist and there is Planning Department approval, a certificate of occupancy will be issued. The cost for a special inspection is $60 per inspection and $150 for a certificate of occupancy.

3. If a renovation is to take place, a building permit would have to be issued, and all work completed, as well as Planning Department approval, before a certificate of occupancy could be issued.

If you have any questions regarding these procedures, please contact the Building Department Specialist at 248-796-4107.