

CITY OF SOUTHFIELD

Department of Building & Safety Engineering

26000 Evergreen Road • Southfield, MI 48076

Telephone number: (248)796-4100

To apply by email, send this form to: buildingpermits@cityofsouthfield.com

Change of Occupancy Application

Application Fee: \$40.00

Certificate of Occupancy: \$150.00

\$100.00 per trade – (includes 1 reinspection per each trade)

Required Inspections: Building, Mechanical, Plumbing, Electric, Fire, Planning & Landscaping

Amount Due: \$690.00

*** A scaled drawing including square footage of the current and proposed layout is required at the time of application.**

Requesting Party	
Phone No.	
E-mail	
Site Address	
Parcel No.	76-24-
Proposed Tenant	
Proposed Use	
Previous Occupant	

Construction Type: _____

Use Group: _____

Fire Suppression existing: Yes or No

Fire Alarm existing: Yes or No

Inspection Date & Time: _____ AM 9:30 – 12:30 or PM 12:30 – 3:30

Report to be: E-mailed

Reminder to requesting party: There must be someone at the inspection site for the full three-hour period.

Checks may be electronically debited from your account.

A \$35.00 fee will be invoiced for any returned checks.