

**CITY OF SOUTHFIELD**  
**Department of Building & Safety Engineering**

26000 Evergreen Road • Southfield, MI 48076

Telephone number: (248)796-4100

Fax number: (248) 796-4105

**Change of Occupancy/Change of Business Ownership**

Application Fee: \$40.00

Certificate of Occupancy/Change of Business Ownership – Commercial: \$150.00

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

**\*A layout of the tenant space is required at the time of application.**

Amount Received: \_\_\_\_\_

Requesting Party: \_\_\_\_\_

Address (not site address): \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Sidwell: \_\_\_\_\_

Proposed Tenant: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Required Inspections:	Building	Mechanical	Plumbing	Electric
	Landscaping	Planning		Fire

Inspection Date: \_\_\_\_\_ Time: AM 9:30 – 12:30  
PM 12:30 – 3:30

Report to be: E-mailed      Mailed      Picked up

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.