

## **Certificates of Occupancy for Existing Commercial Spaces**

Occupants of any building must obtain a Certificate of Occupancy. Building permits are required for alternations being done.

To obtain a Certificate of Occupancy in an existing building:

1. Obtain Planning Department/zoning approval (248) 796-4150.
2. A Special Inspection must be done. An inspection is performed to ensure that the building/suite is up to current building codes for egress and life safety. If the inspection reveals there are violations for which corrections are required, they must be completed and re-inspected before a Certificate of Occupancy can be issued.

If no violations exist, a Certificate of Occupancy will be issued. The cost for a special inspection is \$40 application fee, \$100 per inspector and \$150 for a Certificate of Occupancy.

If you have any questions regarding these procedures, please contact the Building Department Specialist at 248-796-4103.