



BUILDING SAFETY & ENGINEERING

COLLECTION BOX PERMIT ANNUAL APPLICATION

BUILDING DEPARTMENT
26000 EVERGREEN RD
P.O. BOX 2055
SOUTHFIELD, MI 48037-2055
P. (248) 796-4100

Date: _____

Note: An annual Collection Box Permit is required by the Collection Box Ordinance No. 1831. The permit expires December 31st of each calendar year and must be renewed at least 10 days prior to December 31st to allow for processing.

APPLICANT INFORMATION

Is applicant a Partnership, LLC, Corporation or other business entity?

Yes

No

Date of establishment of Partnership, LLC, Corporation or other business entity: _____

Type of Application:

New

Renewal Current Permit #: _____

I am currently operating a Collection Box in City of Southfield without a permit

Contact Person

Email

Address

Phone

Mobile

City

State

Zip Code

Please indicate whether benefactor of the collection items is a profit or non-profit organization:

Profit

Non-Profit

If non-profit, please provide the following:

Name of Charitable Organization: _____

EIN# _____

FEE SCHEDULE:

\$40.00 application

Please provide the following information for all partners or limited partners of partnership applicant; all members of an LLC applicant; all officers or directors of a non-publicly traded corporation applicant; all stockholders owning more than five percent (5%) of the stock of a non-publicly traded corporation applicant; and any other person who is financially interested directly in the ownership and/or operation of the business entity, including all aliases.

APPLICANT PARTNERS

(1) Name

Email

Address

Phone

Mobile

City

State

Zip Code

(2) Name

Email

Address

Phone

Mobile

City

State

Zip Code

(3) Name

Email

Address

Phone

Mobile

City

State

Zip Code

(4) Name

Email

Address

Phone

Mobile

City

State

Zip Code

COLLECTION BOX LOCATION

Address		Parcel ID#	
City	State	Zip	
COLLECTION BOX OPERATOR (AGENT)			

Check here, if applicant is Collection Box Operator (Agent)

Agent's Name		Email	
Address		Phone	Website
City	State	Zip Code	

PROPERTY OWNER INFORMATION

Name		Email	
Address		Phone	
City	State	Zip Code	

24 Hour Hotline Number to be listed on Permit for Public Use: _____

APPLICANT SIGNATURE

Please Read Before Signing:

The permit is valid for one (1) year and shall expire at midnight on December 31st of each year. Prior to the expiration of the permit, the permit holder may voluntarily cancel the permit by providing written notice to the Building Department Director. Otherwise, the Collection Box permit must be renewed annually. Any application for renewal must be submitted to the Building Department at least ten (10) days prior to the expiration date of the current permit. If the permit expires and is not renewed, the Collection Box must be removed within ten (10) days after expiration of the permit.

Date Signature of Applicant Applicant's Title

APPLICATION CHECKLIST

- ☐ Completed, signed, and notarized Affidavit and Acknowledgement of Property Owner
- ☐ Non-Refundable Fee (Check; Cash; Money Order; or Credit Card excluding American Express)
- ☐ Copy of the License and Registration from the State of Michigan under the Michigan Consumer Protection Act and the Charitable Organizations Solicitations Act, if statutorily required
- ☐ A photograph of the Collection Box to be installed
- ☐ Site Plan indicating the location of the Collection Box and the dimensions of the Collections Box. The Site Plan must contain a statement that the location complies with the requirements of Ordinance No. 1831

OFFICE USE ONLY:

DIRECTOR APPROVAL DATE



BUILDING SAFETY & ENGINEERING
COLLECTION BOX AFFIDAVIT FORM

AFFIDAVIT AND ACKNOWLEDGEMENT OF PROPERTY OWNER PERMISSION TO LOCATE COLLECTION BOX ON
REAL PROPERTY

I, _____, after having been duly sworn, submit this affidavit giving
permission to locate a Collection Box on Real Property and state as follow:

1. For real property located at _____ within the City
of Southfield, I am
The owner of the Real Property
An officer, director, member, or manager of an entity owning the Real Property
2. I have granted _____, the Operator of a
Collection Box, exclusive permission to place one (1) collection box on the real property owned by me or
the entity I represent in the location shown on the drawing attached and labeled Site Plan.
3. I have been provided with a copy and have read Ordinance No 1831 Collection Box Ordinance, of the City of
Southfield Code of Ordinances, and the applicant has been provided with a copy of the aforementioned
ordinances to which they are required to comply.
4. I understand that in addition to the Collection Box Operator, the Real Property Owner is also responsible
for: a) ensuring the requirements of the City of Southfield Collection Box Ordinance are met; b) the
maintenance of the Collection Box including keeping the area surrounding the Collection Box free from
junk, debris, overflow items, or other materials deemed to be a nuisance; c) any violation of any provision
of the Collection Box Ordinance; d) payment of any fines and costs of abatement, which if not paid, shall
be placed on the Real Property as a tax lien.
5. As Owner of the Real Property described above or as an officer, director, member, or manager of an entity
owning the Real Property, I give exclusive permission to the above-named Operator to place a Collection
Box on the Real Property. Any prior permission to place any Collection Box on the Real Property is hereby
revoked.

Signature of Property Owner Affiant

Date

STATE OF MICHIGAN)
) SS.

COUNTY OF OAKLAND)

Subscribed and sworn to before me in Oakland County, Michigan on _____, 20_____.

_____, Notary Public
Oakland County, Michigan
Acting in _____ County, Michigan
My Commission Expires: