



Charter Township of  
**Royal Oak**

Date \_\_\_\_\_

<b>For Department Use Only</b>		Paid _____
Permit Fee _____	Plan Review _____	
ICC Review _____	Bond _____	

**CERTIFICATE of RE-USE AND/OR RE-OCCUPANCY**

**1. Building Information**

Property address \_\_\_\_\_  
 Property ID \_\_\_\_\_

**2. Applicant Information**

**\*\*Please note, NO certificate will be issued until the applicant's mailing address is verified\*\***

Applicant's Name \_\_\_\_\_ Driver's License \_\_\_\_\_  
 Business Relationship to Property (please circle)    Owner            Occupant  
 Mailing address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Main Telephone # \_\_\_\_\_ Other Telephone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Corporate headquarters \_\_\_\_\_

**\*If LLC President or Chief Executive Officer Name, phone number, address and drivers lic required.**

**3. Property Owner Information**

**\*\*Please note, NO certificate will be issued until the property owner's mailing address is verified\*\***

Owner's Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Mailing address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Main Telephone # \_\_\_\_\_ Other Telephone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Owner's Signature \_\_\_\_\_

**\*Authorizing this application and inspection of the premises**

**4. Business Information**

Current Use \_\_\_\_\_  
 Proposed Use \_\_\_\_\_

Building / Site vacant?     yes             no            If Yes, how long? \_\_\_\_\_  
 Interior alteration?         yes\*             no             As-is/Move In

**\*(If yes, Building permits may be required)**

**Business Information (continued)**

Number of employees \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Anticipated type of deliveries \_\_\_\_\_

Square footage \_\_\_\_\_ Type of refuse collection \_\_\_\_\_

Description of proposed use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Fee/Applicant Signature**

- \$350.00 – Includes Zoning and Plan Review, Building, Electrical, Fire Safety, Mechanical, and Plumbing Inspections

**\*Only payments in the form of cash or checks (made payable to the Charter Township of Royal Oak) will be accepted**

Applicant Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**- Do not write below this line -**

**1. Zoning Review**

Location address \_\_\_\_\_

Date Forwarded to DDA (if necessary) \_\_\_\_\_

Parcel ID \_\_\_\_\_ Lots \_\_\_\_\_

Crossroads \_\_\_\_\_

Zoning \_\_\_\_\_ Use Permitted?  yes  no If yes -  Permitted  Special use

Reviewer Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. Building Department Review**

Approved  Denied Reviewer Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Business License was applied for: \_\_\_\_\_

**3. Community Development Department Review**

Approved  Denied Reviewer Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Business License was applied for: \_\_\_\_\_

**Royal Oak Township**  
**248-547-9800**

**CERTIFICATE OF RE-USE/RE-OCCUPANCY APPLICATION PROCESS**

On behalf of the citizens of Royal Oak Township, the Building Department would like to thank you for your interest in our great Community. The following is an abbreviated description of the Certificate of Occupancy process for commercial businesses. Please contact us at the above number if you need assistance.

1. Pick up application at the Building Department located at Township Hall or on-line at [www.royaloaktwp.com](http://www.royaloaktwp.com)
2. Pay fee and submit application and receipt of payment to the Building Department.
3. Required - an initial presentation to the Board of Trustees.
4. If necessary, you will be required to go before the Planning Commission for a Special Use.
5. Your application will be reviewed for zoning compliance. You will be notified by mail or phone on the results of the review.
6. If necessary, the required construction permits will be required for alteration or additions/deletions to the structure. ***Any work done before obtaining the appropriate permits will be charged a \$100.00 fine.***
7. Approval of all trades including electrical, plumbing, and mechanical is required. A final inspection and approval by the Building Official is required.
8. A Fire Inspection is also required. ***Follow-up inspections by both the Building Department and the Fire Department may be required.***
9. Once all inspections are completed and approved, your business license must be approved by the Board of Trustees at its next regular meeting. If approved, your business license will be ready on the ***Monday*** after the meeting. (Board of Trustees meets on the 2<sup>nd</sup> Thursday of each month. Submittal must be received on the Friday prior to the meeting date for inclusion on the agenda.)

***DO NOT OCCUPY THE BUILDING OR OPEN FOR BUSINESS UNTIL BOTH THE CERTIFICATE OF OCCUPANCY AND THE BUSINESS LICENSE HAVE BEEN ISSUED. Opening your business without the required approvals is a violation of the Township Ordinance, a criminal misdemeanor, and punishable by fine and/or jail.***