



CITY OF HIGHLAND PARK

12050 Woodward Ave. Highland Park MI 48203

Phone: 313-252-0050 Ext. 209 – E-mail: Building@highlandparkmi.gov

COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION

****A copy/updated copy of the lease agreement, Driver’s license of the Building & Business owner/applicant is required****

ADDRESS OF BUSINESS: _____ DATE: _____

NAME OF BUSINESS: _____ TYPE: _____

NAME OF APPLICANT/BUSINESS OWNER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DRIVERS LICENSE NUMBER: _____

CHECK THIS BOX IF APPLICANT/BUSINESS OWNER IS THE SAME AS THE BUILDING OWNER: _____

NAME OF BUILDING OWNER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DRIVERS LICENSE NUMBER: _____

NEW BUSINESSES:

Administrative Fee: \$50.00

Certificate of Occupancy: \$200.00

This includes two inspections. One initial and one re-inspection. If the inspector has to come out to the property more than twice, or is locked out a \$75.00 re-inspection fee will be due before any new inspections can be scheduled.

RENEWING BUSINESSES:

Inspection Fee: \$90.00

This includes two inspections. One initial and one re-inspection. If the inspector has to come out to the property more than twice, or is locked out a \$75.00 re-inspection fee will be due before any new inspections can be scheduled.

SIGNATURE OF APPLICANT/BUSINESS OWNER:

DATE: _____

SIGNATURE OF BUILDING OWNER:

DATE: _____

FOR OFFICE USE ONLY:

ZONING DIST: _____ USE GROUP: _____ CONST. TYPE: _____

OCCUPANCY LOAD: _____ SPRINKLER REQ. _____ SPRINKLER PROVIDED _____

PLANNING DEPT: _____ DATE: _____

BUILDING OFFICIAL: _____ DATE: _____