



Macomb Township

Building Department

54111 Broughton Road, Macomb, Michigan 48042

Phone (586) 992-0710

Fax (586) 992-0720

building@macomb-mi.gov

www.macomb-mi.gov

Certificate of Zoning Compliance Instructions & Procedures

INDUSTRIAL / COMMERCIAL / OFFICE

A Certificate of Zoning Compliance must be completed for the following:

- A new business in an existing structure
- An existing business is relocating to a different building within the complex
- An existing business is moving to a new suite within the building or enlarging current space
- Existing business changes business name, use remains the same
- Existing business changes ownership, use remains the same

Submit to the Building Department:

1. One copy of the Certificate of Zoning Compliance application
2. One copy of the lease or rental agreement for this property
3. Two copies of the exterior site plan (**must** be fully dimensioned, drawn to scale & of draftsmen quality).
4. Two copies of the interior floor layout, (**must** be fully dimensioned, drawn to scale & of draftsmen quality). Include existing uses in adjacent tenant spaces as applicable.
5. Pay **\$50.00** application fee

The compliance approval process will take between 5 and 7 working days. The Building Department will contact the applicant when the Certificate of Zoning Compliance is approved.

After the approval of the Certificate of Zoning Compliance, pay any inspection fees and schedule a Building/Fire Safety inspection by calling (586) 992-0710 X 2. You must submit a completed building permit application to the Building Department for interior alterations. Upon approval of required inspections a Certificate of Re-Occupancy will be issued for your business.

IT SHALL BE UNLAWFUL TO PERMIT THE OCCUPANCY OF ANY BUILDING OR SPACE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED FOR SUCH USE.