



City of Fraser Building & Code Enforcement
33000 Garfield Rd.
Fraser, MI 48026

Phone # 586-293-3100 Fax # 586-293-4717
Email ~ buildingdept@micityoffraser.com

CERTIFICATE OF COMPLIANCE / OCCUPANCY

1. Applicant must submit fully completed application to the Building Department, provide valid **driver's license. (No application will be accepted if incomplete)**
2. Building official will approve the application only after determining the proposed business use is allowed by zoning regulations.
3. The actual Certificate of Occupancy/Compliance will not be authorized, signed and issued until the structure is in compliance with all building and fire codes.
4. Building, Electrical, Mechanical, Plumbing and Fire inspections will be conducted by Fraser Building and Public Safety staff. If violations are noted, a re-inspection is required within 10 days. (Please make arrangements for inspection date and time or leave key for the inspectors.)
5. Mechanical inspections must *"Have all heating units checked and placed in a safe operating condition by a licensed heating and cooling contractor."* **(Provide proof of inspection)**
6. Have all utilities (water, electric, and gas) turned on for inspections.
7. Additional or special licenses may be required for the following:
 - * Auto buy/sell
 - * Liquor sales
 - * Secondhand sales
 - * Pawn Broker
 - * Precious metals
 - * Auto parts sales
8. A separate building permit is required for any signage, even re-facing of existing signs.
9. Permits are also required for: interior structural (any interior demolition or construction of walls), exterior modifications, electrical, plumbing, heating, and fire suppression modifications.
10. **FEE SCHEDULE:** Based on square footage
 - Up to 4,999 sq. ft. = \$185
 - 5,000-9,999 sq. ft. = \$250
 - 10,000-19,999 sq. ft. = \$350
 - 20,000-49,999 sq. ft. = \$450
 - 50,000-99,999 sq. ft. = \$525
 - over 100,000 sq. ft. = \$600
11. I have read and understand each line item listed above and agree with the City of Fraser Certificate of Compliance / Occupancy requirements. I also understand the requirements to provide verification that the building is in compliance with building codes and the building is safe for occupancy.

Printed Name

Signature of Applicant

Date

CITY OF FRASER
CERTIFICATE OF COMPLIANCE / CERTIFICATE OF OCCUPANCY APPLICATION

BUSINESS / TENANT INFORMATION

Business Name: _____ Sq. ft. of Bldg. _____
 Building Address: _____ Business Fax#: _____
 Business E-Mail: _____ Business Phone: _____
 Business Description: _____

 CHECK IF CURRENTLY OCCUPYING BUILDING; DATE BUILDING OCCUPIED: _____

BUSINESS OWNER INFORMATION (HOME ADDRESS)

Name: _____ Home Phone: _____
 Home Address: _____ Other Phone: _____
 City: _____ Zip Code: _____ Email: _____
 Other Phone: _____ Driver License #: _____ Date of Birth: _____

BUILDING OWNER INFORMATION

Name: _____ Phone: _____
 Contact Name: _____ Cell: _____
 Address: _____ E-Mail: _____
 City: _____ State: _____ Zip: _____

By my signature hereto, I acknowledge that I have read, initialed and fully understand the requirements by the City of Fraser to operate my business.

 Printed Name of Applicant

 Signature of Applicant

 Date

OFFICE USE ONLY

Building Official Approval _____ Date _____ Receipt # _____
 Building _____ Electrical _____ Mechanical _____ Plumbing _____

 Zoning _____ Use group _____ Bldg. Type _____ Sq. Ft. of Bldg. _____ Fire Suppression _____ Sprinkler System _____

The Following Licenses are issued by the Fraser Building & Code Department,
City Manager's office and the Public Safety Department.

Auction/Auctioneer	Carnival	Christmas tree lots
Firework sales	Handbills	Going out of Business License
Used Auto Parts	Pawnshops	Solicitor/canvasser
Liquor sales	Therapeutic therapist	Used car/truck sales
Massage Parlor License	Masseur's License	Pool Table/Billiard License
Charitable Solicitors	Junkyards	Truck rental
Marriage License	Catering	Dance/Entertainment License
Taxicabs	Ice cream sales	Vending/amusement devises
Tattoo Parlor	Precious Metal Dealers	Secondhand Shops (Dealers)

THIS PAGE FOR BUILDING DEPARTMENT USE ONLY

C/O SUBMITTAL DATE: _____

C/O APPROVAL DATE: _____

BLDG. APPROVAL: _____

ELECTRICAL APPROVAL: _____

MECHANICAL APPROVAL: _____

PLUMBING APPROVAL: _____

FIRE APPROVAL: _____

BUILDING OFFICIAL STIPULATIONS FOR APPROVAL:

