

**CITY of ST. CLAIR SHORES**  
27600 Jefferson  
St. Clair Shores, MI 48081  
(586) 447-3340 (586) 445-4098 (fax)  
www.scsmi.net

## Certificate of Occupancy Application Guidelines

### DOCUMENTS REQUIRED PRIOR TO OCCUPANCY OF A BUILDING:

- 1) **Certificate of Occupancy &**
- 2) **Business License (if applicable)**

1. Contact the Community Development & Inspection Department to verify zoning classification of the property you plan to occupy. Some uses are not permitted in certain zoning classifications. Adequate parking based on zoning ordinance specifications should also be confirmed.
2. After verification of the zoning classification, **complete and submit the following to the Community Development Department:**
  - ✓ the Certificate of Occupancy application (along with the \$50 fee)
  - ✓ the business license application – *(a yearly fee, the amount of which varies depending upon the business, may be required once the Certificate of Occupancy is approved. Business licenses are renewed yearly. Questions call (586) 447-3339.)*
  - ✓ the Emergency Contact/Alarm Registration Form
3. Upon receipt, your application will be reviewed by six (6) city departments: **Fire, Police, Community Development, Engineering, Electrical, and Tax & Water.** Items to be reviewed by the department inspectors will include, but are not limited to:

**Fire:** Fire and life safety code compliance. Questions call (586) 445-5380 (see last two pages).

**Police:** Complete & submit the Emergency Contact/Alarm Registration form for the St. Clair Shores Police Department. Failure to register your alarm may result in a fine. If your location does not have an alarm system, please still fill out the Emergency Contact portion of the form. This form can be submitted to Community Development with the Certificate of Occupancy application.

**Community Development:** Grounds maintenance, exterior building maintenance, parking lot striping and maintenance, handicap parking availability, trash disposal, dumpster maintenance and enclosure, and signage. If the location you wish to occupy doesn't currently have a six-foot screen wall between it and the adjacent residential property, one will be required. We understand the cost involved in a project of this magnitude. Therefore, the City will grant the property owner/tenant 24 months from the date of the issuance of a temporary certificate of occupancy to complete this endeavor. **Please read the following page for specifications on these issues.** Questions call (586) 447-3340.

**Engineering:** Sidewalk maintenance and parking lot drainage. Questions call (586) 447-3340.

**Electrical:** Electrical safety based on the 2015 International Property Maintenance Code, Sec. 604 & 605, and the 2014 Michigan Electrical Code, Article 90. Questions call (586) 447-3348.

**Tax and Water:** Overdue tax and water bills and personal property for transferring ownership. Questions call (586) 447-3317.

**Note:** The amount of time expected to secure an occupancy permit will depend on the number and degree of deficiencies found in the building you propose to occupy.

## Community Development & Inspection Requirements for Certificate of Occupancy

The Community Development Department considers, but is not limited to, the following items:

➤ **Grounds Maintenance**

Property should be free of weeds and debris. Proper maintenance of landscaping is required. All fences should be well maintained. If existing fences or screening walls do not comply with existing city ordinances, they will require removal and replacement with a city approved privacy wall. All garbage and equipment shall be stored within the building. **OUTSIDE STORAGE IS NOT ALLOWED.**

➤ **Exterior Building Maintenance**

Building exterior shall be well maintained. For example, peeling paint, loose siding or brick, torn awnings, broken windows, missing shingles, etc. will require repair.

➤ **Parking Lot Striping and Maintenance**

All off-street parking lots should be striped appropriately according to city ordinances. For specific requirements, see zoning ordinance 15.501, Section 35.75, *Off-Street Parking Space Layout, Standards, Construction and Maintenance*. Also, please note, according to State law, the Police Department will no longer tow vehicles off private property. If you wish to have a vehicle towed from your lot, you must have displayed signs that follow these guidelines: 1) prominently displayed signs at points of entry or every 100 ft of road frontage, posted not less than 4 feet from the ground; 2) letters must be 2" high on contrasting background indicating that unauthorized vehicles will be towed away at owner's expense; 3) name & phone number of towing company used must be on sign; 4) the sign must be posted for at least 24 hours prior to towing; & 5) the sign must include a reference to the City's ordinance on parking "21.484 Traffic & Vehicle Code."

➤ **Handicap Parking Availability**

Every off-street parking area requires adequate handicap parking. Generally, the requirement is one handicap parking spot for every 25 available parking spaces. The handicap parking spaces shall be striped with blue paint & be properly marked with a handicap symbol. Each handicap space shall be also designed with a pole or wall mounted sign.

➤ **Trash Disposal, Dumpster Maintenance and Enclosure**

All trash shall be contained within a lidded container. Trashcans are allowed, but must be kept inside the building until the day of garbage collection and once empty, placed again within the building. All outside dumpsters must be screened on all four sides with 6-foot tall opaque fencing. The location of the outside dumpster **must** be approved by the Community Development Department. The dumpsters and dumpster enclosure lids and gates must be kept closed at all times.

➤ **Signage**

All temporary & permanent signs require permits. One temporary sign/banner to advertise a "Grand Opening," etc., will be allowed for 14 days. After that, the sign must either be removed or a temporary sign permit must be secured. **FLAGS & PENNANTS ARE STRICTLY PROHIBITED.** All sign applications can be obtained in the Community Development Department. Illegal signage will require removal. **No signs or outside displays are allowed in the public right-of-way.** See the Sign Ordinance for specifications.

➤ **Finalization of Building Permits**

Records for the property will be reviewed to ensure no outstanding building permits exist. This includes electrical, plumbing, heating, and building permits. All outstanding permits must be finalized prior to issuance of certificate.

➤ **Site Plan Approval**

Permits are required for all interior structural, architectural, electrical, plumbing, & heating modifications. Any permits issued for work at this building must have a final inspection. It is required to have a building permit for interior demolition of walls or construction of walls. Failure to obtain final inspections will cause a delay in issuing your Certificate of Occupancy. Please note that if you are opening, converting, remodeling, or taking ownership of a restaurant, you are required to submit documents to the Macomb County Health Department. For more information, visit [health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodPlanReview](http://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodPlanReview).

**If any of the above items are not in compliance, the deficiencies must be corrected prior to obtaining a Certificate of Occupancy. For issuance of a Temporary Certificate of Occupancy, the Community Development and Inspection Department may require a performance bond for major repair items.**

# City of St. Clair Shores Application for Certificate of Occupancy

I, \_\_\_\_\_, Business Owner of \_\_\_\_\_

hereby apply for a certificate to occupy the following building and premises located at:

\_\_\_\_\_

**PRIMARY** use: \_\_\_\_\_

**Number of employees?** \_\_\_\_\_  
**Number of chairs (barbershops, beauty salons)?** \_\_\_\_\_  
**Number of available parking spaces?** \_\_\_\_\_  
**Is there an outside dumpster?** \_\_\_\_\_  
**If yes, is it screened?** \_\_\_\_\_  
**If no dumpster, do you plan to install one?** \_\_\_\_\_  
*If you plan to install a dumpster and/or an enclosure you must submit a drawing showing its proposed location.*

**Restaurant/food service establishment?** \_\_\_\_\_  
*If yes, you must submit copy of Food Service License from the Health Dept. or Dept. of Agriculture before we can issue your Certificate of Occupancy.*  
**Restaurant seating capacity?** \_\_\_\_\_  
**Do you plan on installing/changing a sign?** \_\_\_\_\_  
*If yes, a sign contractor must submit a sign permit application. Your CofO won't be issued until all sign permits are inspected & approved.*

**I own/lease this building (circle one).**

If you lease the building, please list the name, address and phone number of the property owner/landlord:

\_\_\_\_\_  
Name Address Phone

## Applicant Contact Information

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Cell Phone/Pager

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Company Website

\_\_\_\_\_  
Email Address

### Applicant's Signature

By signing here, I understand that a cash bond may be required before a Temporary CofO is issued. I also understand that I cannot occupy the building until a Certificate of Occupancy has been issued. Failure to comply will result in a violation of the City's Zoning Ordinances subject to court disposition.

**FOR OFFICE USE ONLY**

Engineering [ ]	Tax [ ]	Fire [ ]
Planning/Zoning [ ]	Water [ ]	Electrical [ ]

# Business License Application

Please fill in all lines, even if same as last year.

**Business Name** \_\_\_\_\_ **Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Nature of Business** \_\_\_\_\_

**Email Address** \_\_\_\_\_

- Are you a salon or barber shop? If so, please list number of stations/chairs. \_\_\_\_\_ n/a
- Are you a gas station? If so, please list the number of pumps. \_\_\_\_\_ n/a
- Are you a massage therapist? If so, please attach a copy of your state license. n/a

**Owner Partner President** (circle one)

**Name** \_\_\_\_\_ **Home Address** \_\_\_\_\_

**Home City/State/Zip** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Driver's License #** \_\_\_\_\_

**Manager** (if other than previously indicated)

**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Building Owned** \_\_\_\_\_ **Building Leased** (provide name & address of property owner)

A separate license is required for all coin-operated machines, video machines, juke boxes & other amusement devices. Please list all machines and indicate owner/distributor name, address & phone number.

**TYPE OF MACHINE**

**OWNER/DISTRIBUTOR NAME, ADDRESS & PHONE**

\_\_\_\_\_  
\_\_\_\_\_

**Applicant on behalf of business:**

- Understands that the business license requested hereunder shall not be issued unless ALL PORTIONS of this application have been completed.
- Understands that no business license shall be issued unless said business has been issued a Certificate of Occupancy permitting the operation of the business at the address on this application.
- Hereby agrees to abide by all ordinances pertaining to signs, banners, etc., to advertise/promote said business.
- Hereby certifies that the above statements are true, accurate and complete.

X \_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**POLICE DEPARTMENT**  
**Alarm Registration Form**  
**& Emergency Contact Form**  
27665 Jefferson Avenue  
St. Clair Shores, MI 48081

Information 586-445-5300  
Detectives 586-445-5305  
Juvenile 586-445-5310  
Traffic 586-445-5318  
Records/Licenses 586-445-5315  
Chief of Police 586-445-5320  
Special Invest. 586-445-5342

**ADDRESS**

Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Alarm on premises? YES  NO

New installation or just updating contact information? NEW  UPDATE ONLY

(No fee for emergency contact update)

If new business or new property owner, **\$30 alarm registration fee must be submitted with this form.**

**You must pay \$60 if you have already received bill for failure to register.**

**(CASHIER, PLEASE STAMP "PAID" WITH CITY STAMP WHEN FEE IS COLLECTED)**

**OWNER**

Business Name/Resident \_\_\_\_\_

Owner Name (if not resident) \_\_\_\_\_

Billing address (if different than location) \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**EMERGENCY CONTACTS**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

**ALARM SYSTEM INFORMATION**

Alarm Monitoring Company \_\_\_\_\_

Phone number \_\_\_\_\_

I have read and understand the provisions of the St. Clair Shores Alarm Ordinance. Failure to pay registration fee **will** result in additional charges.

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

Date \_\_\_\_\_



# St. Clair Shores

Fire Prevention Bureau

26700 Harper, St. Clair Shores, MI 48081  
Phone (586) 445-5380 Fax (586) 445-4031



## 25 Most Common International Fire Code (IFC) Violations for Businesses

Dear Business Owner,

In an effort to better serve and help you prevent fire hazards in your business, the following information is provided to you on behalf of the City of St Clair Shores Fire Department. A list of the 25 most common International Fire Code (IFC 2015) violations can assist you in eliminating potential fire hazards in your business and staying in compliance with the fire code. Should you have any questions concerning this information, please do not hesitate to contact me.

Sincerely,

Aaron Silorey, Fire Inspector  
City of St Clair Shores Fire Department  
(586) 445-5380 ext. 1721  
Email: siloreya@scsmi.net

1. **ADDRESSING.** Numbers shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be a minimum of 6" high, with a contrasting background. (IFC 505.1)
2. **COMBUSTIBLES TOO CLOSE TO THE CEILING.** In buildings with sprinklers, combustibles are to be at least 18" from the ceiling. In buildings without sprinklers, the minimum distance to the ceiling is 24". Also do not store combustibles under unprotected stairways. (IFC 315.3.1)
3. **COMBUSTIBLES TOO CLOSE TO HEAT PRODUCING DEVICES.** Keep combustibles a minimum of 30" from a propane or natural gas appliance at 18" from an electrical appliance. Keep combustibles at least six inches from baseboard heaters. Appliances include furnaces, water heaters, and portable heaters (IFC 305.1)
4. **COOKING HOOD AND DUCT CLEANING.** Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded and records shall state the extent, time and date of cleaning. Records shall be kept on the premises, (IFC 609)
5. **COOKING HOOD AND DUCT EXTINGUISHING SYSTEM.** Dry chemical extinguishing systems shall be inspected and tested for proper operation at 6 month intervals. Clean agent systems shall be inspected and tested at 12 month intervals. (IFC 904)
6. **EGRESS MEANS.** Combustible materials shall not be stored in exits or exit enclosures. (IFC 315.3.2)
7. **ELECTRICAL PANELS.** A working space of not less than 30" in width, 36" in depth and 78" in height shall be provided in front of electrical service equipment. The working space shall not be less than the width of the panel. Cover holes in electrical panels with blank plastic covers. Do not place tape over circuit breakers. (IFC 605.3) Electrical rooms shall be identified. (IFC 605.3.1)
8. **EMERGENCY LIGHTS.** The bulb or bulbs must be lit when the test button is pushed. If the light(s) do not work, the battery may need to be replaced. (IFC 604.6)
9. **EXIT SIGNS.** All bulbs in exits signs need to function. Many exit signs are equipped with a battery back-up in case of loss of power. Push the test button on the side or bottom of the exit sign to check if the battery and D/C lights are operating. If not, it is probably the battery that needs replacing and not the bulbs. (IFC 1025.2.6.1)

10. **EXTENSION CORDS.** Extension cords are for temporary use only and not to be used in lieu of permanent wiring. They may be used for up to 90 days or unplugged when not in use. Extension cords cannot pass through doorways, walls, floors, ceilings, or under floor coverings unless protected in conduit. Extension cords shall be used only with portable appliances and grounded. Extension cords shall show no signs of damage and not be plugged into each other. (IFC 605)
11. **EXTINGUISHERS.** Service must be performed annually by a city approved licensed fire extinguisher contractor. Most businesses need a minimum 2A size/type extinguisher for every 3000 square feet. Occupants need to be within 75 feet of an extinguisher. Extinguishers need to be mounted three to five feet off the floor in a highly visible and accessible location. (IFC 906)
12. **FIRE ALARM.** A local (unmonitored) system needs to be serviced quarterly. A monitored system needs to be serviced annually. (IFC907-8.5 and chapter 10 of NFPA 72)
13. **FIRE-RATED DOORS.** These self-closing doors shall not be blocked open, obstructed, nor made inoperable. (IFC 703.2)
14. **FIRE SPRINKLER SYSTEMS.** These systems need annual servicing. A maintenance tag is required to be placed on the sprinkler system. Keep a clear access to the riser and do not store items within three feet of the riser system. A sprinkler head cabinet needs to be mounted next to the riser, containing a sprinkler head wrench and a minimum of six spare sprinkler heads. (IFC 901, NFPA 25.5.4.1)
15. **KEY BOX.** If there is a key box (also known as a Knox box) for your business, provide a working key. (IFC 506.1)
16. **OBSTRUCTED EXITS.** Exit aisles for the public shall not be less than 36" in width. (IFC 1017.2 and 1028)
17. **OPEN JUNCTION BOXES.** Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes. (IFC 605.6)
18. **PIGGY-BACK SURGE PROTECTORS.** Surge protectors (power taps) shall not be plugged into each. They shall be equipped with over-current protection and must be plugged into an outlet. (IFC 605.4 and 605.4.2)
19. **PRESSURIZED CYLINDERS.** Cylinders or tanks, whether empty or full, need to be chained/secured in such a way so they cannot tip over. (IFC 5303.5.3)
20. **SIGNAGE.** On doors to sprinkler riser room or to the fire alarm panel, place "Riser Room" or "FACP" (Fire Alarm Control Panel) sign on door, using a minimum of two inch red letters. (IFC 509.1)
21. **SPRINKLER HEADS.** There needs to be a minimum of 18" clearance around sprinkler heads. (IFC 315.3.1)
22. **STORAGE IN EQUIPMENT/ELECTRICAL ROOMS.** Combustible material shall not be stored in boiler rooms, mechanical rooms, elevator rooms, or electrical equipment rooms. (IFC 315.3.3)
23. **THUMB-TURN DEADBOLTS.** This type of deadbolt is against the Americans with Disabilities Act (ADA) for exit doors in public places. Exit doors are to remain unlocked during business hours. (IFC 1010.1.9.3)
24. **UNPROTECTED CEILINGS.** Keep ceiling tiles in place or replace when damaged. Fire spreads rapidly through holes or openings in ceilings. Ceiling tiles are a part of your fire resistance-rated ceiling. Seal all holes in ceilings and walls and keep attic-access lids in place. (IFC 703.1)
25. **WASTE ACCUMULATIONS.** Combustible waste material, creating a fire hazard, shall not be allowed to accumulate in buildings or structures or upon premises. (IFC 304.1)

About the International Fire Code (ICF). The City of St. Clair Shores adopts fire code by ordinance. The current adopted code can be found in the Code of Ordinances at <https://www.scsmi.net/385/View> or the 2015 edition of the International Fire Code. A free online version of the ICF can be found on the International Code Council website. For questions about other City codes that may impact your business, visit the City of St. Clair Shores website at <https://www.scsmi.net/> or contact the City of St. Clair Shores Fire Prevention Department at (586) 445-5380.