

City of Taylor Planning Department

# COMMERCIAL RE-OCCUPANCY

*Procedures for:*

## Opening a New Business

**City of Taylor Planning  
23555 Goddard Road  
Taylor, Michigan 48180  
Phone (734) 374-1572  
Fax (734) 374-2732  
E-mail : [lfell@ci.taylor.mi.us](mailto:lfell@ci.taylor.mi.us)**

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## *Pre-application*

Prior to applying for re-occupancy of an existing building it is in your best interest to contact the Treasurer's Office to verify that no personal property taxes are outstanding and the Water Department to verify that a final meter reading has been obtained for the building in which you will occupy.

## *Submitting Your Proposed Use Letter*

Submit your proposed use letter along with the Sketch Plan and SEM-COG data form to the Planning Department. Your proposed use letter will be reviewed by the Planning Director and may undergo an internal review by the Administrative Review Committee (ARC), which meets every Tuesday. Applicants do not attend these meetings. At this meeting your proposed use of the building will either be approved or denied. Deadline to be placed on the ARC agenda is submission 8 days prior to the meeting you expect to be on. Please make sure your use letter is completed and that your description of the proposed use

## *Sketch Plan*

The Building Department shall require that all applications for building permits shall be accompanied by site plans, in triplicate, approved by the Planning Commission or if site plan approval is not required, plans and specifications including a sketch plan, drawn to scale, showing the following:

1. The actual shape, location, and dimensions of the lot.
2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of any building or other structures already on the lot.
3. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.
4. Existing and proposed parking lot details, buffering if required, signage, public sidewalks, and landscaping shall be shown on the plot plan.
5. Such other information concerning the lot or adjoining lots as may be required for determining whether the provisions of this Ordinance are being observed.

## *Administrative Review*

Fill out and submit a New Business Application. Your application may be reviewed by the Administrative Review Committee (A.R.C.) (made up of representatives from the City's Planning, Building, Engineering, Water, Police and Fire Departments). You will receive an email/call from the Planning Department after the determina-

## *Apply for Business License & Inspections*

Once you receive notice of use approval you may apply through the Building Department for the following required inspections:

Exterior Site Compliance— \$100.00 fee  
Building Inspections—\$400.00 includes following inspections:  
Building Electrical  
Mechanical Plumbing

*\*Please be advised that someone will need to be on the premises to sign for all inspections. To schedule an appointment for re-inspection, or for further information, please contact Building Department at (734) 374-1515.*

Apply for your Business License through the City Clerk's office.

Apply for your Fire Inspection through the Fire Department.

## *Performance Guarantee*

To insure compliance with the Zoning Ordinance and any condition imposed thereunder, the City may require that a cash deposit, certified check or irrevocable bank letter of credit, covering the estimated cost of improvements associated with the project be deposited with the clerk of the City to insure that the improvements are completed. The performance guarantee (if required) should be deposited at the time of the issuance of any building permit.

## *Certificate of Occupancy*

Upon successful completion of inspections and site compliance, the Building Department will issue you a Certificate of Occupancy.

### *Planning Department*

**Lora Fell**  
**Planning Director**  
(734) 374-1572  
[lfell@ci.taylor.mi.us](mailto:lfell@ci.taylor.mi.us)

### *Administrative Review Committee*

#### **ARC—Internal Department Review:**

**Planning**  
**Engineering**  
**Building Inspector/Plan Review**  
**Police—Traffic Safety**  
**Fire**  
**Economic Development**

# COMMERCIAL RE-OCCUPANCY

PROPOSED USE LETTER, SKETCH PLAN, SEMCOG DATA FORMS ARE SUBMITTED TO PLANNING DEPARTMENT

ADMINISTRATIVE REVIEW COMMITTEE (ARC). USE IS APPROVED/DENIED

USE LETTER MUST BE SUBMITTED 8 DAYS PRIOR TO ARC MEETING YOU EXPECT TO BE ON

- EXTERIOR SITE COMPLIANCE INSPECTION (PLANNING)
- BUILDING DEPARTMENT INSPECTIONS
- CITY CLERK TO APPLY FOR BUSINESS LICENSE
- FIRE DEPARTMENT INSPECTIONS
- TREASURER'S OFFICE CHECK FOR OUTSTANDING TAXES
- CHECK WITH WATER—VERIFY FINAL METER READING

LETTER OF CREDIT MAY BE REQUIRED

CERTIFICATE OF OCCUPANCY ISSUED FROM BUILDING DEPARTMENT UPON COMPLETION/COMPLIANCE OF ALL INSPECTIONS