



Timothy Wood
Building Director

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To: **New Shelby Township business owners and tenants**

Re: **Certificate of Zoning Compliance**

Dear Business Person:

No person is permitted to use or occupy, or permit the use of occupancy of any structure or premises, or any part thereof, within the Charter Township of Shelby until a Certificate of Zoning Compliance has been issued for the use.

The purpose of a Certificate of Zoning Compliance is to insure that a proposed use conforms to the requirements of the Zoning Ordinance of the Charter Township of Shelby and is a permissible use within the zoning district where the proposed use will be located and to record certain information for use by the Police and Fire Departments.

Application

You should promptly apply for a Certificate of Zoning Compliance, as you will not be permitted to use or occupy the structure or premises until such time as a Certificate of Zoning Compliance has been issued for your proposed use. The applicant, or agent for the applicant, must submit a legible copy of his or her operator license, or State of Michigan ID, when a Certificate of Zoning Application is filed.

Inspections

An occupancy change will require at least one inspection by the Building Department. An inspection is also required by the Fire Department (586) 731-3476 to insure the structure and premises meets the fire protection codes.

A change in the approved occupancy, or change in use, will require not less than four separate inspections which are building, electrical, mechanical and plumbing. The Macomb County Health Department, (586) 469-5235, and the Department of Public Works (586) 731-5990 may also have requirements applicable to the proposed use(s).

Fee

Required inspection fees are \$40 each. A fee of \$75.00 is required to be paid to the Charter Township of Shelby upon approval of any Certificate of Zoning Compliance.

Business signs

Any new, changed, or temporary business signs must be approved by the Planning Commission (586) 726-7243 before they are installed. If new signs are to be erected, you will also need a building permit from the Building Department.

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