

## **PROCEDURES FOR OBTAINING A COMMERCIAL CERTIFICATE OF OCCUPANCY:**

\*You may not open a business in the city of Mount Clemens without obtaining a Certificate of Occupancy and a business license. Certificates of Occupancy do expire upon any change in use, ownership, or occupancy and are NOT transferable\*

### **1. APPLICATION:**

If you wish to open a new business or purchase an existing business or building, you need to obtain a Certificate of Occupancy. All prospective business owners must submit an occupancy application and pay the \$300.00 application fee to the city of Mount Clemens.

### **2. INSPECTIONS:**

To obtain a Certificate of Occupancy, all inspectors including building, fire, electrical, mechanical, plumbing, and code enforcement, must perform and pass a property maintenance inspection. As the prospective business owner and applicant, YOU are responsible for scheduling all initial and follow-up inspections.

### **3. CORRECTIONS/RE-INSPECTIONS:**

After the initial inspection, you may receive a list of required corrections from each inspector. These corrections need to be completed and re-inspected before a Certificate of Occupancy can be issued. Where applicable, the repairs and corrections must be done by a licensed contractor. When the corrections have been completed, it is YOUR responsibility to call and reschedule the inspections.

### **4. FINAL APPROVAL:**

Once each inspector has given final approval, the building official will then issue your Certificate of Occupancy. Your Certificate of Occupancy can be mailed or picked up in person at the Mount Clemens Community Development Department.

\*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. \*

*If you have any questions regarding the Certificate of Occupancy, please contact the Mount Clemens Community Development Department at 586-469-6818 ext. 903.*

## COMMON PROBLEMS FOUND ON CERTIFICATE OF OCCUPANCY INSPECTIONS

\*This list is a non-inclusive summary of common problems found while doing occupancy inspections.

This is only a highlight of items that may be listed for repair. \*

- All exit and emergency egress signs/lights are fully operational.
- Nothing is blocking egress exit paths.
- All exit doors swing outward and have proper panic hardware with no other locking mechanism plus auto closers. No interior key operated deadbolts of egress doors.
- All exit doors to have fire extinguishers that are mounted, sealed, and have current tags/proper signage.
- Mechanical rooms to have fire doors with closers.
- Fire sprinkler, alarm, and suppression systems, including kitchen hoods, are operational, have been tested, and are connected to an alarm company. These systems need annual testing and inspections.
- Smoke detectors are interconnected, with one on each level.
- Carbon monoxide detectors on every level.
- No GFI outlets within 6 feet of water.
- All electrical panels have covers and all circuits are labeled/properly marked. All switches, outlets, and junction boxes have covers.
- Must have 30-inch minimum clearance on electrical panels, water heaters, furnaces, etc.
- There is no trash in storage area or furnace room.
- No missing ceiling tiles or breaches in walls/ceilings.
- No storage on the outside of the building on property.
- Contrasting color address on front of building, not on glass.
- All signs are in good condition, advertise only the current business, and have permits.
- Parking lot striping and handicap signage is in good condition.
- Parking lot and walkway surfaces are in good condition.
- Verify permits were pulled for any equipment that looks new before you occupy.