



**CITY OF LINCOLN PARK
BUILDING DEPARTMENT
CERTIFICATE OF OCCUPANCY APPLICATION
313-386-1800 PRESS 2 AND FOLLOW PROMPTS**

FOR OFFICE USE ONLY
C/O No.: _____
FEE: _____

THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

1. A Fully Dimensioned Floor Plan & Parking Layout For Proposed Use
2. Copy Of Lease Agreement Or Proof Of Ownership
3. Copy Of Business Owner's Driver's License

Building Address: _____ **Property Tax ID No.:** _____ **Zoning:** _____

APPLICANT INFORMATION

Business Name: _____ Business Phone No.: _____
 Fax No.: _____ After Hours Contact No.: _____
 Owner Manager Name _____ Phone No.: _____
 Driver's License No.: _____ State: _____ Date of Birth: _____
 Home Address: _____ City: _____ Zip: _____
 Email: _____ *Check if Preferred Method of Contact*

BUILDING & BUSINESS INFORMATION

Type of Application: New Business Relocation within this City Change of Ownership

Anticipated Opening Date: _____ Hours of Operation: _____

Certificate Is Required PRIOR To Opening

Explain Use in Detail:

(Fully Describe All Goods Sold and Services Provided)

Square Footage: _____ Width/Length: _____ No. of Parking Spaces: _____ Private Lot Shared Lot

Will Additions or Alterations to the Building be Required? _____

Explain: _____

Building Owner Name: _____ Phone No.: _____ Fax No.: _____

Address: _____ City: _____ Zip: _____

Email: _____ *Check if Preferred Method of Contact*

- **ALL SIGNS REQUIRE SEPARATE PERMITS**
- **APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY**
- **CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION**
- **INSPECTION FEE IS BASED ON THE SQUARE FOOTAGE OF THE BUILDING:**
 - 1-2,000 sq ft = \$200.00
 - 2001 – 5000 sq ft = \$255.00
 - 5001 – 10,000 sq ft = \$310.00
 - Over 10,000 sq ft = \$365.00

I have read and understand the above information and am authorized to act on behalf of the business listed above.

Applicant Signature

Date