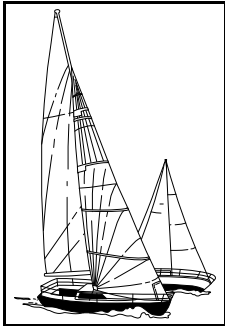


CHARTER TOWNSHIP OF CHESTERFIELD

CITY CERTIFICATION

CHARTER TOWNSHIP OF CHESTERFIELD BUILDING
DEPARTMENT
47275 SUGARBUSH, CHESTERFIELD TWP, MI 48047
PHONE: (586) 949-0400 FAX: (586) 949-4780



OFFICIALS:

Michael Lovelock
Supervisor
Janice M Uglis
Clerk
Linda Hartman
Treasurer

TRUSTEES:

Christine Bell
Brian Scott Demuynck
Michele Ficht
Cheryl E Printz

**DEPARTMENT OF
BUILDING&/ZONING
ADMINISTRATOR**
Shawn Shortt

**DEPARTMENT OF
PLANNING
ADMINISTRATOR**
Janice Giese

Date _____
Business Address _____
Zoning District _____
Industrial/Commercial (circle one)
Subdivision _____ Lot # _____
Proposed Use _____
Has Planning Department been contacted _____
Business Name _____
Has Business been registered with Twp _____
Applicant _____ owner/tenant
Address _____
Phone _____
Previous Use _____
Signature of Applicant _____

Code Violations, if any:

CHECK FOR SQ. FOOTAGE:

Additional Comments:

\$250.00 Fee + \$500.00 Bond

(5% of the bond will be retained)

ALL VIOLATIONS MUST BE CORRECTED WITHIN 30 DAYS
FROM ORIGINAL INSPECTION

The Charter Township of Chesterfield

Building Department

47275 Sugarbush, Chesterfield Township., MI 48047

586-949-0400

Dear Business Owner,

This letter is to help clarify for the business owner some questions that are asked with regard to ordinances in the Township. Please read this list. If you have any questions, please contact the Chesterfield Township Building Department.

ZONING:

Make sure your business is allowed in the zoning district you are looking to rent or buy BEFORE purchasing or renting the property. See Zoning Ordinance #110.

BUSINESS REGISTRATION:

All businesses must be registered with the Chesterfield Township Clerk=s Office per Chesterfield Township ordinance #87 before the business is opened. Business registration is required **yearly**.

OUTSIDE STORAGE:

No outside storage is allowed unless approved by the Planning Commission or the Zoning Board of Appeals. If you want outside storage, you need to include it on your site plan (Township Ordinance # 110 76-253).

PERMANENT SIGNS:

All Permanent Signage must be approved. Please apply at the Township Planning Department (at the above address) to have your sign placed on the Planning Commission agenda for approval. NOTE: THIS INCLUDES NEW SIGNS AS WELL AS SIGN CHANGES (CHANGE OF SIGNAGE INCLUDES RESURFACING THE SIGNS AS A NEW PANEL OR NEW LETTERING). If the sign is approved, a building permit must be obtained from the building department before installation. You must have an approved permit **in-hand** before installing signage. Please allow time for processing. Administrative fees are assessed for signs installed without a permit.

TEMPORARY SIGNAGE:

All temporary signs (i.e.: banners, flags, streamers, A-frame, changeable copy, balloons) require a temporary permit and must be placed out of the right-of-way. Temporary sign permits are permitted two (2) times a calendar year for up to thirty (30) days per permit. (Inflatable balloons are limited to three (3) days). Please apply at the Township Building Department for a temporary sign permit. You must have an approved permit **in-hand** before installing temporary signs. Please allow time for processing. (See Township Ordinance #110 section 5.05). Administrative fees are assessed for signs installed without a permit.

BLIGHT:

Blight is the storage accumulation and disposition of junk , trash, rubbish, brush, abandoned boats, accessory vehicles and motor vehicles (un licensed and/or inoperative), wrecked, dismantled or unusable boats, accessory vehicles and motor vehicles, vehicle parts and building materials and other blight factors or causes of blight and deterioration thereof). Please keep your property looking nice by keeping all blight from the property (Township Ordinance #96)

DUMPSTER:

All trash needs to be stored in an enclosed dumpster (1993 BOCA National Property Maintenance Code # 46-11 PM306.0).

PERMITS:

Permits are required for plumbing, heating, electrical and structural building changes. If you have a question on the necessity of a permit, please contact the Township Building Department. Administrative fees are assessed on all projects started without a permit (Township Ordinance #110 section 16.02).

VEHICLES AFOR SALE@:

No vehicles are allowed to be displayed AFor Sale@ at your business unless you are approved to sell used vehicles (boats, trailers). See Township Ordinance #3.

FIRE DEPARTMENT INSPECTIONS:

The initial Fire Inspection will be set up through the Building Department. Any follow up inspections are the responsibility of the applicant. The Fire Department phone number is 586-725-2233.

Township of Chesterfield extends a warm welcome to you and your business.

Signature: _____ **Date:** _____

COPY OF DRIVERS LICENSE:

WHEN APPLYING
FOR A CITY CERT
THE PLANNING
DEPARTMENT MUST
BE CONTACTED
BEFORE A
INSPECTION CAN BE
SET UP