



## **Important information about Certificate of Occupancy for commercial re-occupations**

All new commercial ventures coming into Ann Arbor are required to obtain a Certificate of Occupancy prior to opening for business. The process for receiving a Certificate of Occupancy begins with the submission of a re-occupation application. The re-occupation application is available in the “forms” section of the City web site <http://www.a2gov.org>. If the applicant intends to re-occupy without building modifications, repairs, or alterations, there is an inspection fee of \$190. If the application is submitted with construction permit applications and drawings for alterations, the \$190 fee is waived.

The purpose of re-occupation inspections is to protect the public, the building owner, the tenant, and the City infrastructure. These inspections are also instrumental in determining Occupancy Use changes, which sometimes require compliance to code sections designed specifically for that Use – addressing such elements as handicap accessibility and fire-safety features. There is also a strong life safety element to the inspections, identifying electrical, plumbing, and mechanical systems that no longer function as they were intended. Repairing or upgrading these systems could alleviate future unexpected repair costs, lower insurance rates, and eliminate hazardous conditions.

Commercial re-occupations are administered through the Planning and Development Services area, and all questions can be addressed to the Ann Arbor Building Official. [rwelton@a2gov.org](mailto:rwelton@a2gov.org). 734.794.6261.

### **2009 Michigan Rehabilitation Code for Existing Buildings**

901.2 – Change in occupancy with no change of occupancy classification. A change in occupancy, as defined in Section 202, with no change of occupancy classification shall not be made to any structure that will subject the structure to any special provisions of Sections 902 through 911, without the approval of the code official. A certificate of occupancy shall be issued where it has been determined that the requirements for the change in occupancy have been met.

101.4.2 – Buildings Previously Occupied. The legal occupation of any building existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Fire code, or the International Property Maintenance Code, or as is deemed necessary by the code official for the general safety and welfare of the occupants and the public.

PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES  
p. 734.794.6263 | f. 734.994.8460 | [building@a2gov.org](mailto:building@a2gov.org)



# City of Ann Arbor

## PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES

Mailing: 100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

Location: 2000 South Industrial Highway | Ann Arbor, Michigan 48104-6120

p. 734.794.6263 | f. 734.994.8460 | building@a2gov.org

Date Submitted: \_\_\_\_\_

PERMIT #: REOC \_\_\_\_\_

### RE-OCCUPATION APPLICATION — COMMERCIAL

**YOU MUST FILL IN ALL FIELDS**

<b>PROPERTY</b>	<i>Address</i>	<i>Zoning District</i>
	<i>Between</i>	<i>And</i>
<b>PROPERTY OWNER</b>	<i>Name</i>	<i>Ph</i>
		<i>Fax</i>
	<i>Address</i>	<i>Email</i>
<b>TENANT</b>	<i>Business Name</i>	<i>Ph</i>
		<i>Fax</i>
	<i>Address</i>	<i>Email</i>
	<i>Type of Business</i>	
	<i>Days and Hours of Business</i>	<i>Number of Employees</i>
<b>BUSINESS OWNER/ MANAGER</b>	<i>Contact Name</i>	<i>Ph</i>
		<i>Fax</i>
	<i>Address</i>	<i>Cell</i>
	<i>Email</i>	
<b>HISTORIC DISTRICT</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No   District _____		
<b>FLOOD PLAIN</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No   DNR-E Permit # _____ Approval _____		

PLEASE SUBMIT TWO COPIES OF A FLOOR PLAN WITH THIS APPLICATION. THE FLOOR PLAN MUST INCLUDE DIMENSIONS, EXISTING ELEMENTS, PROPOSED DEMOLITION, AND PROPOSED CONSTRUCTION.

**ZONING**

Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Is this a Medical Marijuana Dispensary or Cultivation Facility?  Yes  No

If you answered "yes" above, you must submit a Medical Marijuana Zoning Compliance Permit application.

For information about zoning requirements, contact [planning@a2gov.org](mailto:planning@a2gov.org) or 734.794.6265 prior to submission of your permit application.

**BUILDING USE-OCCUPANCY CLASSIFICATION**

- |   |   |
|---|---|
| <input type="checkbox"/> Vacant<br><input type="checkbox"/> A-1 Assembly, theaters<br><input type="checkbox"/> A-2 Assembly, nightclubs, bars, restaurants<br><input type="checkbox"/> A-3 Assembly, rec centers, religious buildings<br><input type="checkbox"/> A-4 Assembly, indoor sporting facilities<br><input type="checkbox"/> A-5 Grandstands, stadiums, outdoor sporting events<br><input type="checkbox"/> B Business<br><input type="checkbox"/> E Educational<br><input type="checkbox"/> F-1 Factory and industrial, moderate hazard<br><input type="checkbox"/> F-2 Factory and industrial, low hazard<br><input type="checkbox"/> H-1 High hazard, detonation hazards<br><input type="checkbox"/> H-2 High hazard, deflagration hazards<br><input type="checkbox"/> H-3 High hazard, physical hazards<br><input type="checkbox"/> H-4 High hazard, health hazards | <input type="checkbox"/> H-5 Hazardous production materials<br><input type="checkbox"/> I-1 Institutional, supervised residential care<br><input type="checkbox"/> I-2 Institutional, incapacitated, hospital, nursing home<br><input type="checkbox"/> I-3 Institutional, restrained, prisons<br><input type="checkbox"/> M Mercantile<br><input type="checkbox"/> R-1 Residential, hotels, motels, boarding houses<br><input type="checkbox"/> R-2 Residential, multiple-family, fraternity, sorority<br><input type="checkbox"/> R-3 Residential, 1 and 2 family and townhouses<br><input type="checkbox"/> R-4 Assisted living (6-16 occ.)<br><input type="checkbox"/> S-1 Storage, moderate hazard<br><input type="checkbox"/> S-2 Storage, low hazard<br><input type="checkbox"/> U Utility, miscellaneous, garages, fences, sheds<br><input type="checkbox"/> Mixed Uses |
|---|---|

**SUPPRESSION SYSTEM**

- |                                   |                                       |                                   |
|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> NFPA-13  | <input type="checkbox"/> Limited Area | <input type="checkbox"/> Partial  |
| <input type="checkbox"/> NFPA-13R | <input type="checkbox"/> Range Hood   | <input type="checkbox"/> Complete |
| <input type="checkbox"/> NFPA-13D | <input type="checkbox"/> None         |                                   |

**ALARM SYSTEM**

- |                                 |  |                               |                                  |                                   |
|---------------------------------|--|-------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Manual | <input type="checkbox"/> Automatic Detection | <input type="checkbox"/> None | <input type="checkbox"/> Partial | <input type="checkbox"/> Complete |
|---------------------------------|--|-------------------------------|----------------------------------|-----------------------------------|

- Single Use  
 Mixed Use - Separation Option:  Non-separated uses  Separated uses  Separate buildings

**OFFICE USE ONLY**

**ZONING NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES**

Zoning Review: \$20

**TOTAL: \$190**

Building Review: \$170



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### PAYMENT COVER SHEET

NAME: \_\_\_\_\_

COMPANY/PROPERTY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_