



Case number: _____
Date filed: _____
Project name: _____

Commercial Re-Occupancy Application

Changes in ownership or new businesses moving into a building require a Re-Occupancy Application. Applications will be first reviewed by the Zoning Administrator to ensure the proposed use meets zoning district requirements. Depending on the level of project intensity, the Planning Department might require a Site Plan Submission. After zoning approval, the building department reviews the application and schedules inspections.

Listed below is the Re-Occupancy Application and required Plot Plan checklist. Submissions can be brought to the Planning Department. E-mail: planning@cityofinkster.com. The following items are needed for an application to be considered complete:

1. A completed application;
2. A completed Plot Plan checklist;
3. One Re-Occupancy application fee, see [fee schedule](#); and
4. One paper copy and one single pdf copy of the Plot Plan.

Applicant Information		
Name		
Address		
City	State	Zip
Phone	E-mail	

Property Information
Address
List all parcel identification numbers included in development
Property owner (must include proof of ownership within application, e.g. copy of the property deed)
Current use
Proposed use
Current zoning
Acreage

Legal description of property (may be attached)

Project Information

Name of project or proposed business

Business description (describe type of activity)

Square footage of principal building

Number of employees

Hours and days of operation

Number, type, size and purpose of any trucks

Description of any proposed renovations or improvements

Signature

I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Inkster to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy.

Applicant Signature:

Date:

Print Name:

Property Owner Signature:

Date:

Print Name:

Notary Signature

Subscribed and sworn to before me this ____ day of _____, 20____.

X _____
Notary Public, Wayne County, Michigan

My Commission Expires:

Plot Plan Checklist

This checklist **must** be completed and submitted with the Re-Occupancy Application. The applicant or professional will be **required to initial all items within the checklist** as a verification that the Plot Plan submission is complete. If an item is omitted from the Plot Plan submission, then mark the reasoning in the Notes column. Plans should be prepared competently and **drawn to scale**. The City may require and request other reasonable and relevant information to assist in the review of the proposed development.

Requirements	Applicant review	Notes	City review
Lot lines and dimensions of the lot			
Location of structures and their associated uses			
Structure dimensions and setbacks, including total usable floor area			
Sidewalk locations and dimensions			
Location, dimensions and materials of fences and screening walls			
Dumpster location and screening			
Outdoor lighting			
Proposed outdoor storage			
Parking			
Signage			

FOR OFFICE USE ONLY

If there are conditions, the Plot Plan must be re-submitted to Planning Department before moving to the Building Department.

<input type="checkbox"/> Approved Date:	<input type="checkbox"/> Conditionally Approved Date:	<input type="checkbox"/> Not Approved Date:
Conditions		
Additional requirements (e.g. Site Plan Review, Special Land Use Review, Variance)		
Staff name		