



**DEVELOPMENT SERVICES  
BUILDING DEPARTMENT**  
*"First Preventers of Public Safety"*  
 4550 Walnut Lake Road  
 West Bloomfield, MI 48323  
 (248) 451-4842 Phone  
 (248) 451-4871 Facsimile  
 (248) 451-4858 Inspection Line  
[www.wbtwp.com](http://www.wbtwp.com)

**OFFICE USE ONLY**

Permit #:

TR #:

## CHANGE OF OCCUPANCY PERMIT APPLICATION

<b>BUSINESS INFORMATION</b>  <i>All change of Occupancy Inspections Are Done On Tuesdays or Thursdays Only From 11:00 AM to 1:00 PM</i>	Name:		Phone:
	Plaza Name:		Sidwell No.:
	Address:		Email:
	Name and Description of Proposed Business:		
<b>APPLICANT INFORMATION</b>	Name:		Phone:
	Address:		Email:
	Mailing Address: (if different from above)		
	Is the applicant the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, applicant must complete Property Owner Information below.		
<b>PROPERTY OWNER INFORMATION</b>	<i>Complete this section if applicant is not the property owner</i>		
	Name:		Phone:
	Address:		Email:
<b>BUILDING USE GROUP CLASSIFICATION</b>  <i>For all sign permit questions and requirements, contact Development Services Department at 248-451-4876 or email Tricia Belcher at <a href="mailto:t_belcher@wbtwp.com">t_belcher@wbtwp.com</a>.</i>	<input type="checkbox"/> Assembly "A" <input type="checkbox"/> Business "B" <input type="checkbox"/> Educational "E" <input type="checkbox"/> Factory/Industrial "F" <input type="checkbox"/> High Hazard "H"		
	<input type="checkbox"/> Institutional "I" <input type="checkbox"/> Mercantile "M" <input type="checkbox"/> Residential "R" <input type="checkbox"/> Storage "S" <input type="checkbox"/> Utility		
	Square Footage _____		Occupant Load _____
	Does the Building Have a Fire Suppression System: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Does the Building Have a Fire Alarm System: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Will the Proposed New Business Be Installing New Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Will the Proposed New Business Be Modifying An Existing Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>FEES</b>	Change of Occupancy Fee		\$ 325.00
<b>ADDITIONAL DOCUMENT SUBMIT WITH APPLICATION</b>	<b>I have attached the following</b> (incomplete application, including missing documents are not accepted)		
	<input type="checkbox"/> Completed Application		<input type="checkbox"/> Property Owner Authorization
	<input type="checkbox"/> Detailed Plan Showing Layout (4 Sets)		<input type="checkbox"/> Appropriate Fees
<input type="checkbox"/> Occupant Load		<input type="checkbox"/> Square Footage	<input type="checkbox"/>
<b>Applicant Signature:</b>			<b>Date:</b>