



## REQUIREMENTS FOR A BUSINESS LOCATING IN A COMMERCIAL BUILDING

THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE YOU CAN OBTAIN A BUILDING PERMIT:

- \_\_\_\_\_ CONTRACTOR'S ADDENDUM/OWNER'S AFFIDAVIT
  - \_\_\_\_\_ TWO SETS OF CONSTRUCTION PRINTS
  - \_\_\_\_\_ APPLICATION FOR A COMMERCIAL REMODEL
  - \_\_\_\_\_ **PAY DAVISON TOWNSHIP \$25.00** FOR NEW BUSINESS
  - \_\_\_\_\_ **PAY DAVISON TOWNSHIP \$50.00** INSPECTION FEE FOR A SAFETY SITE INSPECTION
  - \_\_\_\_\_ **PAY GENESEE COUNTY WATER & WASTE**  
APPLY FOR DISCHARGE PERMIT. MUST BE FILLED OUT AND  
TURNED INTO GCDC. YOU CAN GO ONLINE TO OBTAIN  
AN IPP PERMIT APPLICATION (<http://gcdcwws.com>)
  - \_\_\_\_\_ COMPLETE & SIGN ATTACHED APPLICATION FOR  
**GCDC FOR REU'S & RETURN TO CHARM HEALY AT  
DAVISON TOWNSHIP. GENESEE WATER & WASTE TO CALCULATE  
SEWER & WATER UNITS NEEDED.**
  - \_\_\_\_\_ BUILDING DEPARTMENT TO CALCULATE **PARKING  
SPACES REQUIRED**
  - \_\_\_\_\_ SCHEDULE A SITE INSPECTION WITH THE BUILDING  
INSPECTOR.
  - \_\_\_\_\_ IS THIS AN APPROVED USE; OR IS A SPECIAL CONDITION  
USE PERMIT REQUIRED. **(SPECIAL CONDITION PERMITS \$500)**
  - \_\_\_\_\_ ONCE THE ABOVE ITEMS ARE COMPLETED AND THE PRINTS  
APPROVED BY THE BUILDING INSPECTOR, THE PERMIT WILL  
BE ISSUED. YOU WILL THEN BE NOTIFIED OF THE TOTAL  
AND ASKED TO COME IN TO SIGN AND PAY FOR YOUR PERMIT.
- ✦ ANY SIGNAGE CHANGES MUST BE APPLIED FOR BY EITHER THE DEVELOPER/OWNER OR THE SIGN CONTRACTOR.
  - ✦ SEWER AND WATER USAGE UNITS WILL NEED TO BE RECALCULATED FOR A CHANGE IN BUSINESS.

**NEW BUSINESS AND BUILDING OWNER**

Fill out and return to Building Department  
Building Department use only

**New Business Information**

Name of new or remodeled business \_\_\_\_\_

Address of new or remodeled business \_\_\_\_\_ Unit or Ste# \_\_\_\_\_

**Tenant Information**

Owner name of new or remodeled business \_\_\_\_\_

Home Address \_\_\_\_\_

Phone # \_\_\_\_\_

**Building Owner Information**

Property owner's name \_\_\_\_\_

Address (Home) \_\_\_\_\_ Phone# \_\_\_\_\_

Type of Business \_\_\_\_\_ Services offered \_\_\_\_\_

Opening Date \_\_\_\_\_ Total Sq Ft \_\_\_\_\_ Maximun Seating Capacity \_\_\_\_\_

Number of employees \_\_\_\_\_ Estimated cost of remodel \_\_\_\_\_

**ESTIMATED DATE OF OPENING** \_\_\_\_\_

The following items must be submitted before you can obtain a Building Permit:  
Two sets of construction prints  
S permit from Genesee County Water & Waste and fill out an IPP Permit. Once these items are turned in and approved you will be issued a Building Permit & Water & Sewer Permit.



Jeffrey Wright – Drain Commissioner  
G-4610 Beecher Road  
Flint, MI 48532

Phone (810) 732-7870 Fax (810) 732-2345

PLEASE COMPLETE ALL FIELDS BELOW.  
AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

**APPLICATION REQUESTING A RESIDENTIAL EQUIVALENT UNIT (REU) AUDIT**

BUSINESS AND/OR CONNECTION NAME: \_\_\_\_\_

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

TENANT SPACE: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPOSED BUSINESS USE: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

PREVIOUS BUSINESS USE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

NUMBER OF EMPLOYEES ON LARGEST SHIFT: \_\_\_\_\_

TOTAL AREA OF BUSINESS/TENANT (INCLUDING ALL BASEMENTS AND LEVELS): \_\_\_\_\_

*PLEASE NOTE THAT A SIGNATURE FROM EACH ENTITY BELOW ALONG WITH A REQUEST LETTER FROM THE LOCAL UNIT OF GOVERNMENT IS REQUIRED TO CONDUCT THE AUDIT UNLESS THE AUDIT IS THE RESULT OF A NEW BUSINESS. THE BUSINESS CONTACT IN HOWEVER REQUIRED TO SIGN THE BOTTOM OF THIS FORM ACKNOWLEDGING THE FEE STATEMENT.*

ATTACH COPY OF LEASED UNIT (SHOWING DIMENSIONS) IF PART OF A STRIP MALL ALSO NEED TO SHOW ALL BUSINESSES & DIMENSIONS.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS CONTACT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL GOVERNMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE NOTE:** By signing this application you are giving The Genesee County Drain Commissioner’s Office Division of Water & Waste Services authorization to conduct an REU redetermination of the abovementioned property. This request is viewed by our office as an invitation to access your premises and buildings located on the referenced site. Once the redetermination has been completed you will be notified by this office or by your local unit of Government. **THIS AUDIT MAY RESULT IN ADDITIONAL COUNTY CAPITAL IMPROVEMENT FEES (CCIF) DUE TO THIS OFFICE AS WELL AS TAP-IN FEES DUE TO THE LOCAL UNIT OF GOVERNMENT. ANY CCIF DUE SHALL BE PAID PRIOR TO THE LOCAL UNIT OF GOVERNMENT ISSUING A FINAL OCCUPANCY PERMIT. BE ADVISED THAT YOU ARE PROCEEDING AT YOUR OWN RISK IF YOU CHOOSE TO BEGIN WORK ON SAID TENANT SPACE AND/OR BUILDING PRIOR TO THE CCIF HAVING BEEN DETERMINED AND PAID. CCIF ARE \$1,000 PER REU FOR**

BUSINESS CONTACT SIGNATURE ACKNOWLEDGING STATEMENTS IN BOX ABOVE:

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