

## 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 \_\_\_\_\_ Maximum 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  
Pay fees required for Planning Commission  
\$ permit from Genesee County Water & Waste. Once these items are turned in  
and approved you will be issued a Building Permit & Water & Sewer Permit.



## REQUIREMENTS FOR A COMMERCIAL REMODEL/NEW COMMERCIAL

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

- \_\_\_\_\_ 1.) CONTRACTOR'S ADDENDUM/OWNER'S AFFIDAVIT
  - \_\_\_\_\_ 2.) TWO SETS OF CONSTRUCTION PRINTS
  - \_\_\_\_\_ 3.) APPLICATION FOR A COMMERCIAL REMODEL
  - \_\_\_\_\_ 4.) **\$25.00** FEE REQUIRED FOR NEW BUSINESS.
  - \_\_\_\_\_ 5.) PAY **\$60.00** FOR FIRE INSPECTION
  - \_\_\_\_\_ 6.) PAY **\$30.00** INSPECTION FEE FOR SITE INSPECTION
  - \_\_\_\_\_ 7.) **S PERMIT** FROM GENESEE COUNTY WATER AND WASTE  
(FIND OUT AMT OF UNITS WHICH NEED TO BE PURCHASED FROM PLANNING/BUILDING ADMINISTRATOR)
  - \_\_\_\_\_ 8.) SCHEDULE A SITE INSPECTION WITH THE BUILDING INSPECTOR
  - \_\_\_\_\_ 9.) IS THIS AN APPROVED USE; OR IS A SPECIAL CONDITION USE PERMIT REQUIRED. (**SPECIAL CONDITION PERMITS \$500**)
  - \_\_\_\_\_ 10.) APPLICATION FOR **NON-DOMESTIC/INDUSTRIAL DISCHARGE PERMIT** MUST BE FILLED OUT AND TURN INTO WATER & WASTE. YOU CAN GO ONLINE TO OBTAIN AN **IPP PERMIT** (<http://gcdewws.com/IPP.aspx>)
  - \_\_\_\_\_ 11.) 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, 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.