

CHESTERFIELD TOWNSHIP BUILDING DEPARTMENT
47275 SUGARBUSH, CHESTERFIELD TWP, MI 48047
PHONE: (586) 949-0400 FAX: (586) 949-4780

Township Certification

All new businesses, change of owner, change of name require a Township Certification prior to occupying space. This inspection must be done before any permits will be issued.

YOU MAY NOT OCCUPY THIS BUILDING UNTIL A BUSINESS LICENSE IS ISSUED

Date _____

Proposed Use _____

Name of Proposed business _____

Address of Proposed business _____

Business Phone No _____ Email _____

Zoning District _____ Industrial/Commercial (circle one)

Contact Name _____

Address _____

Phone _____

Signature of Applicant _____

Bond to be returned to if different from above

Name _____

Address _____

ALL VIOLATIONS MUST BE CORRECTED WITHIN 30 DAYS FROM ORIGINAL INSPECTION AND PRIOR TO BUSINESS OPENING!!!!

Business must Register with the Township Clerks office....after approval of these inspections.

\$250.00 Fee + \$500.00 Bond (10% of the bond will be retained)

*******IF BUSINESS LICENSE IS NOT OBTAINED IMMEDIATELY AFTER APPROVALS BOND WILL BE FORFEITED*******

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Request for verification: Zoning District and permitted use

Date: _____

Property address _____

(for use by Planning and Zoning Department only)

Date _____

Existing Zoning _____

Permitted _____

Special Conditions _____

Signed _____ **Title** _____

(for use by Water Department only)

Date _____

The Chesterfield Township Water and Sewer Department hereby acknowledges that contact was received regarding the above property address.

Signed _____ **Title** _____

(For use by the Building Department only)

Date _____

The chesterfield Township Building Department hereby acknowledges receipt of the original of this request.

Signed _____ **Title** _____



Date _____

Letter of Intent for new business in Chesterfield Township

This letter should offer key information in regards to the proposed business.

You're Name & Address:

Driver's License # _____

Name of Proposed Business: _____

Address of Proposed Business: _____

If located in a strip mall, include that name: _____

Telephone: _____ Email: _____

A Step by step detailed description of the proposed use you intend to open:

Days & Hours of Operation: _____

Previous Business Name or Use (if known): _____

If your use does not comply with the Zoning District of the proposed business a Site Plan or Special Land Use Application will be required.

DEPENDING ON THE TYPE OF BUSINESS, THIS FORM MAY BE REVIEWED BY THE CHIEF OF POLICE BEFORE APPROVED BY THE TOWNSHIP

THIS LETTER WILL BE FORWARDED TO THE CHESTERFIELD TOWNSHIP PLANNER FOR FINAL REVIEW & APPROVAL OF SAID BUSINESS, A 3 TO 5 REVIEW PERIOD MAY BE NEEDED BEFORE YOU MAY REGISTER YOUR BUSINESS.

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Dear Business Owner,

This letter is to help clarify for the business owner some questions that are asked with regard to ordinances in the Township. Please read this list. If you have any questions, please contact the Chesterfield Township Building Department.

ZONING:

Make sure your business is allowed in the zoning district you are looking to rent or buy **BEFORE** purchasing or renting the property. See Zoning Ordinance #110.

BUSINESS REGISTRATION:

All businesses must be registered with the Chesterfield Township Clerk's Office per Chesterfield Township ordinance #87 before the business is opened. Business registration is required yearly.

OUTSIDE STORAGE:

No outside storage is allowed unless approved by the Planning Commission or the Zoning Board of Appeals. If you want outside storage, you need to include it on your site plan (Township Ordinance # 110 76-253).

PERMANENT SIGNS:

All Permanent Signage must be approved. Please apply at the Township Planning Department (at the above address) to have your sign placed on the Planning Commission agenda for approval. **NOTE: THIS INCLUDES NEW SIGNS AS WELL AS SIGN CHANGES (CHANGE OF SIGNAGE INCLUDES RESURFACING THE SIGNS AS A NEW PANEL OR NEW LETTERING)**. If the sign is approved, a building permit must be obtained from the building department before installation. You must have an approved permit in-hand before installing signage. Please allow time for processing. Administrative fees are assessed for signs installed without a permit.

TEMPORARY SIGNAGE:

All temporary signs (i.e.: banners, flags, streamers, A-frame, changeable copy, balloons) require a temporary permit and must be placed out of the right-of-way. Temporary sign permits are permitted two (2) times a calendar year for up to thirty (30) days per permit. (Inflatable balloons are limited to three (3) days). Please apply at the Township Building Department for a temporary sign permit. You must have an approved permit in-hand before installing temporary signs. Please allow time for processing. (See Township Ordinance #110 section 5.05). Administrative fees are assessed for signs installed without a permit.

BLIGHT:

Blight is the storage accumulation and disposition of junk , trash, rubbish, brush, abandoned boats, accessory vehicles and motor vehicles (un licensed and/or inoperative), wrecked, dismantled or unusable boats, accessory vehicles and motor vehicles, vehicle parts and building materials and other blight factors or causes of blight and deterioration thereof). Please keep your property looking nice by keeping all blight from the property (Township Ordinance #96)

DUMPSTER:

All trash needs to be stored in an enclosed dumpster

PERMITS:

Permits are required for plumbing, heating, electrical and structural building changes. If you have a question on the necessity of a permit, please contact the Township Building Department. Administrative fees are assessed on all projects started without a permit (Township Ordinance #110 section 16.02).

VEHICLES FOR SALE:

No vehicles are allowed to be displayed ~~A~~For Sale~~@~~ at your business unless you are approved to sell used vehicles (boats, trailers). See Township Ordinance #3.

FIRE DEPARTMENT INSPECTIONS:

The initial Fire Inspection will be set up through the Building Department. Any follow up inspections are the responsibility of the applicant. The Fire Department phone number is 586-725-2233.

Township of Chesterfield extends a warm welcome to you and your business.

Signature: _____ Date: _____

COPY OF DRIVERS LICENSE:

Check off List for the Twp Cert procedure

- **Apply for Township Certification**
 - **Fill out all enclosed forms**
 - **Submit copy of Driver License**
 - **Pay the \$750.00 inspection fee**
 - **Schedule the inspection**

- **Have any violations corrected and re-inspected**
- **Come into the Township for a Certificate of Occupancy**
- **Take C of O to the Clerk's office for Business License**

ONCE THE ABOVE HAVE BEEN COMPLETED AND BUSINESS LICENSE IS PAID FOR AND ISSUED – THEN YOU CAN OPEN YOUR BUSINESS FOR OPERATION

*****ANY BUSINESS'S THAT DO NOT FOLLOW THESE PROCUDRES WILL BE ISSUED A TICKET AND TAKEN TO COURT*****