



**CITY OF LINCOLN PARK  
BUILDING DEPARTMENT  
CERTIFICATE OF OCCUPANCY APPLICATION  
313-386-1800 Press 2 and Follow Prompts**

*FOR OFFICE USE ONLY*

C/O No.: \_\_\_\_\_  
FEE: \_\_\_\_\_

- This application MUST be accompanied by the following documents:**
1. A fully dimensioned floor plan & parking layout for proposed use
  2. Copy of lease agreement or proof of ownership
  3. Copy of business owner's driver's license

(Please Type or Print)

Building Address: \_\_\_\_\_ Property Tax ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

**APPLICANT INFORMATION**

Business Name: \_\_\_\_\_

Business Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Owner  Manager Name: \_\_\_\_\_ After Hours Contact No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**BUILDING & BUSINESS INFORMATION**

Type of Application:       New Business       Relocation within this City       Change of Ownership

Anticipated Opening Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**Certificate is required PRIOR to opening.**

Explain Use in Detail: \_\_\_\_\_

\_\_\_\_\_

**(Fully Describe All Goods Sold and Services Provided)**

Square Footage: \_\_\_\_\_ Width/Length: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_ Private Lot  Shared Lot

Will Additions or Alterations to the Building be Required? \_\_\_\_\_

Explain: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- **ALL SIGNS REQUIRE SEPARATE PERMITS**
- **APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY**
- **CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION**
- **INSPECTION FEE IS BASED ON THE SQUARE FOOTAGE OF THE BUILDING:**
  - **1-2,000 sq ft = \$200.00**
  - **2001 – 5000 sq ft = \$255.00**
  - **5001 – 10,000 sq ft = \$310.00**
  - **Over 10,000 sq ft = \$365.00**

I have read and understand the above information and am authorized to act on behalf of the business listed above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***FOR OFFICE USE ONLY***

Initial Inspection Date: \_\_\_\_\_

Re-Inspection Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*APPLICATION APPROVAL* *DATE*

\_\_\_\_\_  
*FINAL APPROVAL* *DATE*