



# CITY OF FLAT ROCK

## DEPARTMENT OF BUILDING & SAFETY

25500 Gibraltar Road, Flat Rock, MI 48134  
Telephone (734)782-0445 Fax (734)783-0304  
[www.flatrockmi.org](http://www.flatrockmi.org)

### APPLICATION FOR CHANGE OF OCCUPANCY

Address of Building: \_\_\_\_\_ Sidwell# \_\_\_\_\_

Occupant/Tenant Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Current Zoning of Building: Prior Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Number of Occupants \_\_\_\_\_ Gross Square Footage of Building \_\_\_\_\_

Number of Parking Space \_\_\_\_\_

Interior/Exterior construction changes proposed:  Yes  No

Changes in signage posted:  Yes  No

*Please provide proposed floor plan including arrangement of furniture. Additional reviews and approvals may be required for exterior changes to the building. Architectural, engineering, and proposed sign plans will be required prior to issuance of permits for any interior and/or exterior alterations to the existing building.*

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned and owner of the building, do hereby acknowledge that I am aware of the City of Flat Rock Code of Ordinances relating to property maintenance, signage and litter, and further I understand that if I, or my tenant violate any part of the Code of Ordinances, I may receive a ticket with fines up to \$500 for each violation.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_