



Permit Fee:
\$125

**CITY OF MONROE ZONING COMPLIANCE &
CERTIFICATE OF OCCUPANCY APPLICATION**

THIS DOES NOT CONSTITUTE A PERMIT TO BUILD, CONSTRUCT OR OPEN

PHONE (734) 384-9186 FAX NUMBER (734)384-9108

****BUSINESS FLOOR PLAN/LAY OUT REQUIRED****: Show merchandise racks, counters, seating arrangements, aisles, restrooms, exits, offices, storage, etc. **Final inspection required prior to occupancy of business.** Food establishment will also require Health Department approval before occupancy.

PLEASE PRINT

BUSINESS ADDRESS: _____
STREET CITY STATE ZIP CODE
BUSINESS NAME: _____ PHONE: _____
BUSINESS USE: _____

Maximum Number of Employees: _____ Maximum Number of Patrons: _____

BUSINESS OWNER/OCCUPANT INFORMATION

NAME: _____ HOME PHONE: _____ CELL: _____

HOME ADDRESS: _____
STREET CITY STATE ZIP CODE

PROPERTY/BUILDING OWNER INFORMATION

NAME: _____ HOME PHONE: _____ CELL: _____

HOME ADDRESS: _____
STREET CITY STATE ZIP CODE

I certify that I am aware that this does not constitute an application to build or construct. I further certify that I am aware that all required approvals must be obtained before a Zoning Compliance Permit/Certificate of Occupancy can be issued and that ***I shall not occupy these premises*** until the required Zoning Compliance Permit/Certificate of Occupancy has been issued. I am aware that once the application is submitted I have **90 days** to: obtain all required permits, make all necessary repairs, and call for inspections to obtain a Certificate of Occupancy. ***If property is occupied before a C of O is issued Civil Infractions will be issued.***

Signature of Building/Property Owner

Date

Signature of Occupant

Date