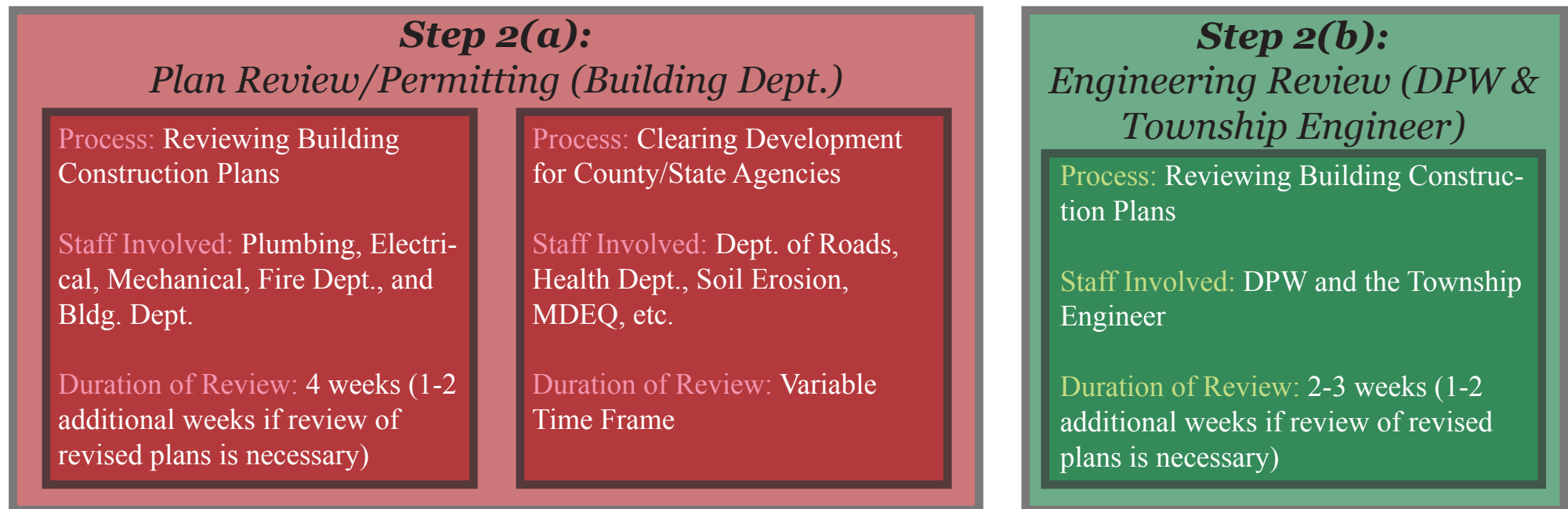
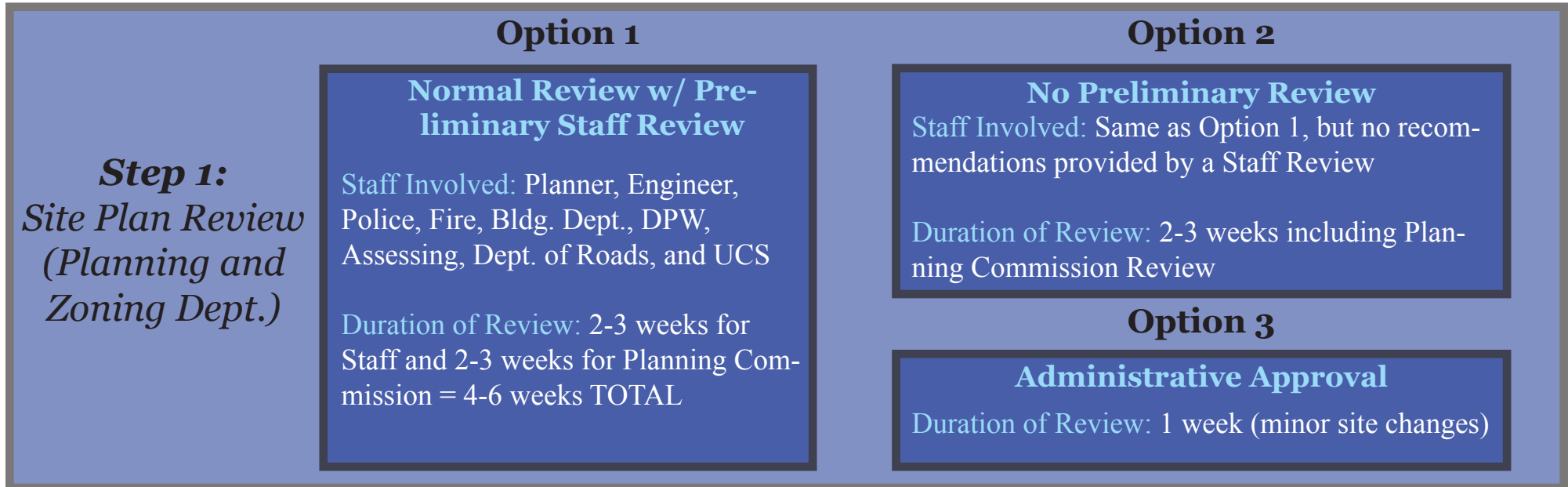


# Charter Township of Shelby Development Guide

## -Retail Approval Process for New Construction-



\*\*Steps 2(a) and 2(b) are concurrent review processes\*\*

# Charter Township of Shelby Development Guide

## Retail Space Build-Out

**\*\*Retail Space Build-Outs are Handled by the Building Dept.\*\***

### ***Step 1***

Process: Building Plan Review

Staff Involved: Plumbing, Electrical, Mechanical, Fire, and Bldg. Inspector

Duration of Process: 2-4 weeks

### ***Step 2***

Process: Obtaining a Certificate of Zoning Compliance

Staff Involved: Planning, Fire, and Police

Duration of Process: 1 week

### ***Step 3***

Process: Building Plan Revisions

Staff Involved: Building Dept.

Duration of Process: 1 week

### ***Step 4***

Process: Issuing Permit and Beginning Construction

Staff Involved: Building Dept.

Duration of Process: Variable Time Frame

### ***Step 5***

Process: Building Inspections

Staff Involved: Building Dept.

Duration: 24-hr Response for Inspections/Re-inspections

### ***Step 6***

Process: Obtaining Final Occupancy Permit

Staff Involved: Building Dept.

Duration of Process: N/A