



## **Building Department**

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[www.shelbytwp.org](http://www.shelbytwp.org)

## **Instructions for submitting a Certificate of Zoning Compliance**

### **Application**

No person is permitted to use or occupy, or permit the use or occupancy of any structure or premises, or any part thereof, within the Charter Township of Shelby until a Certificate of Zoning Compliance has been issued for the use.

The purpose of a Certificate of Zoning Compliance is to insure that a proposed use conforms to the requirements of the Zoning Ordinance of the Charter Township of Shelby and is a permissible use within the zoning district where the proposed use will be located and to record certain information for use by the Police and Fire Departments.

#### **Application**

You should promptly apply for a Certificate of Zoning Compliance, as you will not be permitted to use or occupy the structure or premises until such time as a Certificate of Zoning Compliance has been issued for your proposed use. The applicant, or agent for the applicant, must submit a legible copy of his or her operator license, or State of Michigan ID, when a Certificate of Zoning Application is filed.

#### **Inspections**

An occupancy change will require at least one inspection by the Building Department. An inspection is also required by the Fire Department (586) 731-3476 to insure the structure and premises meets the fire protection codes. A change in use may require a building permit and/or separate inspections such as building, electrical, mechanical and plumbing.

The Macomb County Health Department, (586) 469-5235, and the Department of Public Works (586) 731-5990 may also have requirements applicable to the proposed use(s) and proof of approval may be required.

#### **Fee**

Required inspection fees are \$75.00 each. A fee of \$75.00 is required to be paid to the Charter Township of Shelby upon approval of any Certificate of Zoning Compliance.

#### **Business signs**

Any new, changed, or temporary business signs must be approved by the Planning Commission (586) 726-7243 before they are installed. If new signs are to be erected, you will also need a building permit from the Building Department.