






NEW BUILDINGS & ADDITIONS 	EXISTING BUILDINGS ALTERATIONS /REMODELS 	EXISTING BUILDINGS RE-OCCUPANCY NEW TENANT  
<input type="checkbox"/> BEGIN PRELIMINARY SITE PLAN REVIEW <input type="checkbox"/> Visit the Planning and Zoning Department (2 nd Floor)	<input type="checkbox"/> SUBMIT BUILDING PERMIT APPLICATION <input type="checkbox"/> SUBMIT (3) COPIES OF SEALED PLANS BUILDING PERMIT APPLICATION OR REVISED PLANS <input type="checkbox"/> (1) ENERGY COMPLIANCE REPORT (if applicable) <input type="checkbox"/> \$220.00, COMBINED PLAN REVIEW AND ADMIN. FEE.	<input type="checkbox"/> OBTAIN ZONING COMPLIANCE CERTIFICATE <input type="checkbox"/> Visit the Planning and Zoning Department (2 nd Floor)
<input type="checkbox"/> BOARDS AND COMMISSION APPROVALS (If applicable)	<input type="checkbox"/> 15 BUSINESS DAY REVIEW <input type="checkbox"/> CHECK STATUS ON CITYVIEW ONLINE PORTAL *Link available on Building Dept. webpage* <input type="checkbox"/> APPROVAL or REQUEST FOR REVISION NOTIFICATION SENT VIA EMAIL TO APPLICANT & AVAILABEL ON PORTAL	<input type="checkbox"/> APPLY FOR RE-OCCUPANCY INSPECTION <input type="checkbox"/> Visit Building & Inspection Services (2 nd Floor) <input type="checkbox"/> Complete Building Application , Check Re-Occupancy <input type="checkbox"/> HEAT CERTIFICATE REQUIRED (if more than 1 yr old)
<input type="checkbox"/> OBTAIN SITE PLAN APPROVAL	<p style="text-align: center;">PERMIT IS READY TO ISSUE OR RE-SUBMIT REVISED PLANS</p>	<input type="checkbox"/> SCHEDULE RE-OCCUPANCY INSPECTION (SAME DAY : FIRE & BLDG)
<input type="checkbox"/> REQUEST BUILDING ADDRESS (NEW BLDGS) <input type="checkbox"/> Visit the Planning and Zoning Department		<input type="checkbox"/> IF PLANS ARE REQUIRED, See <u>SUBMIT BUILDING PERMIT APPLICATION</u>
<input type="checkbox"/> SUBMIT FOR CIVIL ENGINEERING REVIEW <input type="checkbox"/> Visit Engineering Department (2 nd Floor) <input type="checkbox"/> Eng Review may run concurrent with Building Permit Review	<p style="text-align: center;">CANTON TOWNSHIP WEBPAGE http://www.canton-mi.org</p>	<input type="checkbox"/> INSPECTION REPORT PROVIDED TO APPLICANT COMPLETE ANY CORRECTIONS AND SCHEDULE RE-INSPECTION <input type="checkbox"/> CERTIFICATE OF OCCUPANCY ISSUED
<input type="checkbox"/> SUBMIT BUILDING PERMIT APPLICATION *Submittal requirements available on our Building Dept. webpage		<p style="text-align: center;">CHANGE OF OWNERSHIP or BUSINESS NAME CHANGE</p> 
<input type="checkbox"/> 15 BUSINESS DAY REVIEW <input type="checkbox"/> STATUS VISIBLE WITH ONLINE PORTAL *Link available on Building Dept. webpage		<input type="checkbox"/> UPDATE YOUR ZONING COMPLIANCE CERTIFICATE <input type="checkbox"/> Visit the Planning and Zoning Department (2 nd Floor)
<input type="checkbox"/> REQUEST FOR REVISION OR APPROVAL NOTIFICATION SENT VIA EMAIL	<p style="text-align: center;">BUILDING & INSPECTIONS WEBPAGE http://www.canton-mi.org/190/Building-Inspection-Services</p>	<input type="checkbox"/> Notify Building & Inspection Services of any change in ownership or business name change by emailing the following information to alison.eisenbeis@canton-mi.org
<p style="text-align: center;">PERMIT IS READY TO ISSUE Trade and sign permits are separate</p>		<input type="checkbox"/> Building address, building owner information (see page 3 of permit application), tenant addresses and tenant business names.

