

STARTING A BUSINESS IN THE CITY OF BURTON



Thank you for considering the City of Burton to locate your business or to make improvements to an existing property. In an effort to better serve you, please use the following guides to determine the appropriate location and learn about any unforeseen costs that may be incurred in the process. If you are having difficulty answering any of the questions, please contact the division in the left margin that the question is in reference to.

Property Address: _____ Zoning: _____

Nature of Business: _____
 (Describe in detail)

Planning/Zoning 810-742-9230 ext. 3103	<p>Does the zoning allow my intended use of the property? Yes No (refer to Pages 4 and 5 of this packet for a use matrix)</p> <p>Does my intended use require that I get approval from the Planning Commission? Yes No (refer to Page 3 of this packet or contact the Planning Division)</p> <p>Are there improvements that are required to be made to the property? No Yes, Exterior Yes, Interior</p> <p style="padding-left: 40px;">If yes, Exterior work, requires Site Plan Review, which could include the following conditions: - Sidewalks, paved parking area, on-site drainage, etc, (see Ord. 157.092 for more info)</p> <p style="padding-left: 40px;">If yes, Interior work, floor plan is required to be submitted along with building plans.</p> <p>How many parking spaces does the property currently have? _____</p> <p>What is the required number of parking spaces? _____</p>
Water/Sewer 810-742-9230 ext. 3104	<p>What are the current water/sewer residential equivalency units (REUs) for the property? _____</p> <p>Are these units going to be adequate for my intended use? Yes No</p> <p>What will be an estimate of the cost for additional units? \$ _____</p> <p>Do I have to put the water/sewer bill in my name? Yes No</p>
Fire Department 810-742-2158 ext. 2102	<p>Do I have fire extinguishers that have been tested within the last year? Yes No</p> <p>Are there working exit lights at each exterior door, or door leading to an exit? Yes No</p> <p>Does the use of this building require a sprinkler system? Yes No</p>
Misc.	<p>Are you required to have a State of Michigan License or Permit for this type of business? Yes No</p> <p>Are you required to get approval from the Genesee County Health Department? Yes No</p> <p style="text-align: center;">Any required approval from an additional agency must be done before occupancy can be issued</p>

GUIDE FOR POTENTIAL BUSINESS OWNERS

Congratulations! Your site seems to fit your business opportunity. The following is a guide that will help you through the process of starting a business or development on an existing property in the City of Burton. Most of the items will have a fee associated, however the fee may vary based on the use, construction, and/or size of the property.

For construction of a new or expansion of an existing development:

- Fill out and submit the proper form for the property: site plan review, special use permit, administrative site plan review, or zoning review. See Page 3 to determine the necessary application and how to schedule a hearing if necessary or contact the Planning Division directly at 810-743-9230 ext. 3103.
- Submit four (4) sets of signed and sealed architectural building plans to the Building Division for the improvements that require a permit. (Electrical, Mechanical, and Plumbing improvements are require permits from the State of Michigan) If you are not sure if your improvements require a permit, please contact the Building Division at 810-742-9230 ext. 3109.
- Submit Storm Water Management plan to the Genesee County Drain Commission to assess Storm Drainage Requirements when conducting any exterior improvements that will increase impervious area.
- Submit proposed floor plan to the Genesee County Drain Commission to assess Industrial Pretreatment Permit, and an audit to determine additional/reduction REUs requirements.

For existing developments with a previously approved site plan on file:

- Fill out and submit the proper form for the property: administrative site plan review, or zoning review. See Page 3 to determine the necessary type of site plan or contact the Planning Division directly at 810-743-9230 ext. 3103.
- Complete application and schedule an inspection with the Building Division for required repairs
- Submit Storm Water Management plan to the Genesee County Drain Commission to assess Storm Drainage Requirements, if necessary.
- Complete application for the Fire Department to determine occupancy load and hazardous inspection requirements. (this will be submitted to the City of Burton DPW with all other applications)
- Submit floor plan to the City of Burton Water/Sewer Division to conduct an audit and determine additional/reduction of REUs to be charged to the property.

Always:

- Receive approval and pay any applicable fees to the Genesee County Drain Commission
- Receive any applicable permits (i.e. building, right of way, soil erosion, etc.), pay any fees, conduct any inspections, and receive a Certificate of Occupancy from the City of Burton Building Division prior to opening your business.

DETERMINING YOUR SITE PLAN REVIEW REQUIREMENTS - CHAPTER 157.092

Every business must go through some type of site plan review. Here are the factors that will determine the requirement, the costs, documentation, and decision making body associated with each:

For construction of a new or expansion of an existing development:

- Site Plan Review Required –
 - o Cost of application is between \$200.00 and \$400.00,
 - o 12 sets of engineered plans;
 - o Decision made by Planning Commission

For existing developments with a previously approved site plan on file when there is a change of ownership, change of use, additional use, construction of a detached storage building that meets the requirements of 157.092 (C)(1), or construction of an unenclosed structure for recreational purposes:

- Administrative Site Plan Review Required
 - o Cost of application is \$75.00
 - o 3 sets of floor plans
 - o Decision made by the Administration

For existing developments with a previously approved site plan on file when there is a change of ownership or change of use in a Planned Shopping Center:

- Zoning Review,
 - o Cost of application is \$40.00,
 - o 3 sets of floor plans
 - o Decision made by the Administration

In all zoning classifications there are certain uses that require Special Use Permits. Please check Chapter 157 of the applicable zoning to verify if this applies to your use. If your use does require Special Use Permit, the following is required:

- Cost of the application is \$600.00
- Application is due 6 weeks prior to the meeting
- Notice is sent to everyone within 300' of the parcel
- Decision is made by Planning Commission

If you are having trouble determining which site plan review will be required for your situation, please contact the Planning/Zoning Division at 810-742-9230 ext. 3103.



City of Burton
 Department of Public Works
 4093 Manor Drive
 Genesee County, Burton, Michigan 48519
 (810) 742-9230



APPLICATION FOR ZONING REVIEW

DATE FILED: _____

FEE: _____

SPR #: _____

PLEASE PRINT

DATE: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS: _____

APPLICANTS PHONE NO: _____

APPLICANTS EMAIL: _____

PROPOSED NAME OF BUSINESS: _____

SITE ADDRESS: _____

USE OF STRUCTURE: _____

SQ FOOTAGE OF PROPERTY: _____

SQ FOOTAGE OF STRUCTURE: _____

NUMBER OF EMPLOYEES/SEATS: _____

I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent. I agree the statements made on the attached application are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to give permission to officials of the City of Burton to enter the property subject to this permit application for the purposes of inspections.

APPLICANTS SIGNATURE: _____

*** ALSO ATTACH A FLOOR PLAN OF THE EXISTING AND PROPOSED BUSINESS.



City of Burton

Building Department
4093 Manor Drive
Burton, MI 48519
(810) 742-9230

DATE FILED: _____
FEE PAID: _____

APPLICATION FOR NEW COMMERCIAL, OR INDUSTRIAL INSPECTION

OWNER'S INFORMATION:

OWNER'S NAME: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S PHONE NUMBER: () _____

OWNER'S EMAIL: _____

APPLICANT'S INFORMATION: (if different than owner)

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER: () _____

APPLICANT'S EMAIL: _____

PROPERTY ADDRESS: _____

I hereby certify that the proposed inspection is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent. I agree the statements made on the attached application are true, and if found not to be true, any occupancy that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any occupancy that may be issued. Further, I agree the occupancy that may be issued is with the understanding all applicable sections of the City of Burton Zoning Ordinance and the State of Michigan Residential Building Code will be complied with. Further, I agree to notify the City of Burton inspection department prior to the required inspections identified by the Building Inspector. Further, I agree to give permission to officials of the City of Burton to enter the property subject to this permit application for the purposes of inspections. Finally, I understand this is an inspection application (not a permit) and that a permit, if required will be my responsibility to obtain before occupancy is conveyed. ** *The building inspector will not enter the house/business without either the Representative present at time of inspection or unless given specific instructions as to the entry of the building.

APPLICANT'S SIGNATURE: _____

Please understand that a City of Burton representative will not contact you prior to the scheduled inspection. It is your responsibility to cancel the scheduled inspection prior to the inspection time. Failure to cancel will result in a reinspection fee.

INSPECTION: **DATE:** _____ **TIME:** _____

Additional Inspection instructions: _____



City of Burton Fire Department

1320 S. Belsay Rd.
Burton, MI 48509
(810) 742-2158

Date Filed: _____

Total Fee: _____

Receipt #: _____

Check #: _____

Application for Fire Department plan review, inspection, and/or acceptance testing

Please Print (ALL SECTIONS MUST BE COMPLETED AND FILLED OUT)

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Business Information

Business Address: _____

Business Name: _____

Business Nature: _____

Administration Only
Associated Fees

___ Plan Review – General.....	\$75.00
___ Plan Review – New Suppression System	
1 – 200 heads	\$200.00
201 – 500 heads	\$225.00
501 – 750 heads	\$250.00
\$.20 per head over 750	
___ Plan Review – New Kitchen Suppression System.....	\$200.00
___ Plan Review – Suppression System Modification.....	\$200.00
___ Plan Review – Kitchen Suppression System Modification	\$200.00
___ Plan Review – All other types of Suppression Systems	\$200.00
___ Plan Review – New Fire Alarm System (per 10,000 square feet).....	\$155.00
___ Plan Review – Fire Alarm system Modification.....	\$155.00
___ Acceptance Testing – Suppression System.....	\$75.00
___ Acceptance Testing – Fire Alarm System	\$75.00
___ Fire Inspection – General Inspection	\$75.00
___ Permit – Suppression System (Building/Kitchen)	\$75.00
___ Permit – Fire Alarm System	\$75.00

The Fire Department has reviewed the plans or inspected the mentioned building and recommends approval contingent upon compliance with the following:

GENESEE COUNTY DRAIN COMMISSIONER WATER & WASTE SERVICES



Jeffrey Wright - DRAIN COMMISSIONER
G-4610 BEECHER ROAD - FLINT, MI 48532
PHONE (810) 732-7870 FAX (810) 732-9773

PLEASE COMPLETE ALL FIELDS BELOW. AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.

APPLICATION REQUESTING A RESIDENTIAL EQUIVALENT UNIT (REU) AUDIT

BUSINESS NAME:
CONNECTION ADDRESS:
TENANT SPACE: MUNICIPALITY:
PROPERTY OWNER: PHONE:
PROPERTY OWNER ADDRESS:
BUSINESS CONTACT: PHONE:
PROPOSED BUSINESS USE: PID #
PREVIOUS BUSINESS USE:
HOURS OF OPERATION:
NUMBER OF EMPLOYEES ON LARGEST SHIFT:
TOTAL AREA OF BUSINESS/TENANT (INCLUDING ALL BASEMENTS AND LEVELS):

Please attach a letter from the local unit of government (LUG) to this application that indicates why the audit is being requested. LUG's shall also provide copies of all B-permits and confirm the total number of REUs purchased with this application.

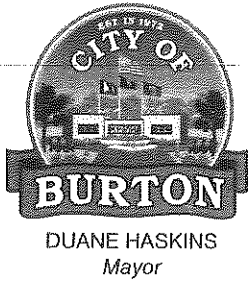
PLEASE NOTE THAT A SIGNATURE FROM EACH ENTITY BELOW, ALONG WITH A REQUEST LETTER FROM THE LOCAL UNIT OF GOVERNMENT AS DETAILED ABOVE, IS REQUIRED TO CONDUCT THE AUDIT. THE BUSINESS CONTACT IS, HOWEVER, REQUIRED TO SIGN THE BOTTOM OF THIS FORM ACKNOWLEDGING THE FEE STATEMENT IN THE BOX BELOW.

PROPERTY OWNER SIGNATURE: DATE:
PROPERTY OWNER EMAIL ADDRESS:
BUSINESS CONTACT SIGNATURE: DATE:
BUSINESS CONTACT EMAIL ADDRESS:
LOCAL UNIT OF GOVERNMENT (LUG) SIGNATURE: DATE:
Wholesale LUG: Does the existing sanitary sewer have capacity for this proposed business? YES NO

PLEASE NOTE: By signing this application you are giving The Genesee County Drain Commissioner's Office-Division of Water & Waste Services authorization to conduct an REU redetermination of the abovementioned property. This request is viewed by our office as an invitation to access your premises and buildings located on the referenced site. Once the audit has been completed, you will be notified by this office or by your local unit of Government. THIS AUDIT MAY RESULT IN ADDITIONAL COUNTY CAPITAL IMPROVEMENT FEES (CCIF) DUE TO THIS OFFICE, AS WELL AS TAP-IN FEES DUE TO THE LOCAL UNIT OF GOVERNMENT. ANY CCIF DUE SHALL BE PAID PRIOR TO THE LOCAL UNIT OF GOVERNMENT ISSUING ANY PERMITS. CCIF ARE \$1,000.00 PER REU FOR SANITARY AND \$1,000.00 PER REU FOR WATER.

Floor plan and plumbing plans shall be submitted with application.

BUSINESS CONTACT SIGNATURE
ACKNOWLEDGING STATEMENTS IN BOX ABOVE: DATE:



City of Burton

DEPARTMENT OF PUBLIC WORKS

4093 MANOR DRIVE
BURTON, MI 48519
PHONE (810) 742-9230
FAX (810) 742-8015
www.burtonmi.gov

Business Address: _____

IPP: General Nondomestic User Discharge Permit Application (Attached) was received by the applicant.

The application must be RETURNED to Genesee County Water and Waste. Located at 4610 Beecher Rd
Flint MI 48532

Signature below implies that you understand that said application must be completed, returned to &
approved by Genesee County Water and Waste before the City of Burton moves forward.

Signature

Date

*Equal Opportunity Employer
Michigan Municipal League Member*

GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE



-DIVISION OF- WATER & WASTE SERVICES

JEFFREY WRIGHT
COMMISSIONER

G-4610 BEECHER ROAD · FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 · FAX (810) 732-9773

General Nondomestic User Discharge Permit Application

The permitting program for Nondomestic Dischargers is intended to identify all nondomestic users discharging to Genesee County Drain Commissioner's Office Division of Water and Waste Services (GCDCWWS) sewer systems for treatment at one of our Treatment Plants. The intent of this application is to provide information to enable an evaluation of the quality of the discharge to the sewer. This application is designed to provide initial details to issue a General Nondomestic Discharge Permit, but additional information may be requested. **Note that Significant Industrial Users, or such other Nondomestic Users as determined appropriate by the POTW Superintendent, shall complete an additional application and will be notified after the review of this General Application form.**

Completeness

Complete this mandatory form, sections A-K. The application requires both an Authorized Representative signature and a Property Owner signature. If the same person is the Property Owner and the Authorized Representative, he/she should sign both statements. The form is not considered complete without both signatures.

Include in the submittal a plumbing plan and a floor plan that includes labels for the building areas and uses.

If you have any questions please contact the Environmental Compliance Office by phone at (810) 232-7662, or Lisa Milton can be contacted by email at lmilton@gcdcwws.com. If you would like an electronic version of this form it can be found on our web site at <http://gcdcwws.com> or contact Lisa by email.

General Requirements

Nondomestic users shall have a sampling manhole outside that provides access to the discharge from their facility.

Nondomestic Users with a process waste water discharge shall have a sampling manhole outside that provides access to the wastestream without sanitary waste contribution.

Multi-tenant spaces are required to install two separate sewer lines in the building. One line will be for sanitary sewage and the other for process waters. The process line will be brought outside each tenant space. Each tenant space is required to submit a separate application form.

Transferability:

"Nondomestic Discharge Permits" are not transferable. New owners are required to apply for a new permit by completing an "Application for Nondomestic Discharge Permit." New applications are also required upon change of ownership, remodeling, addition, or change of use of the building.

Payment:

There is a minimum of \$100.00 review and permit fee. The Permit fees vary based on the type of discharge. The review letter sent out will include any additional permit fee amounts owed. A complete list of permit fees are available on the web site.

Definitions:

See the Sewer Use Ordinance online at <http://gcdcwws.com> for a complete set of definitions and requirements for discharge to the sewer.

Genesee County Water and Waste Services

General Nondomestic User Discharge Permit Application

A. GENERAL INFORMATION

Name (Owner/Manager/Contact Person) Phone Number

Street (Mailing address for correspondence)

City State Zip Code

(Business Name – Service Location)

Street (Legal address, Tax ID, or parcel number of property discharging to sewer system)

City State Zip Code

Township County

Phone Fax E-Mail

B. Provide a brief description of the manufacturing, production or service activities your company conducts. _____

C. Number of Employees: _____

D. Average monthly water usage (gallons): _____

E. Hours of Operation
hrs/day _____ days/week _____ shifts/day _____ months/year _____

F. Business Activity (check all that apply)

New construction Addition Change of Ownership

Remodel Change of use

Multi-tenant space - - - If yes how many tenant spaces? _____

G. This facility generates the following type of wastes for discharge to the sanity sewer.
(Check all that apply)

- Domestic Wastes Process Water Scrubber Arsenic backwash
 Non-contact Cooling Water Fats, oil and grease Trap/Interceptor
 Amalgam Separator Photo Processing/X-ray developing water
 Other describe)_____

H. Submit a plumbing plan and a floor plan that includes labels for the building areas and uses with this form.

I. AUTHORIZED REPRESENTATIVE STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Authorized Representative Signature
(Responsible for the discharge)

Authorized Representative Name (Please Print)

Authorized Representative Title (Please Print)

Date

J. PROPERTY OWNER STATEMENT

By my signature below, I certify, acknowledge, and agree as follows:

I am the legal owner (or the duly authorized representative of the legal owner) (the "Property Owner") of the above-described property (the "Property"). This application for a permit to authorize the discharge of wastewater to the public sewer from the Property is submitted with my permission, authority, and consent.

I am aware and understand that the discharge of wastewater from the Property to the public sewer is governed by, and subject to, local, state, and federal laws and regulations; that these laws and regulations impose certain financial and legal requirements, responsibilities, and liabilities on the Property and on the Property Owner; and that these requirements, responsibilities, and liabilities, include, but are not limited to, the following: Effective immediately upon the provision of wastewater treatment service to the Property, the Genesee County Drain Commissioner's Office, Division of Water and Waste Services, shall have a lien upon the Property, as security for the collection of wastewater treatment system rates and/or charges, which lien shall be enforceable as provided by law.

Property Owner Signature

Property Owner Name (Please Print)

Property Owner Title (Please Print)

Date

GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF-

WATER & WASTE SERVICES

G-4610 BEECHER ROAD · FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 · FAX (810) 732-9773

JEFFREY WRIGHT
COMMISSIONER



K. Nondomestic Discharge Application and Permit Fee Form

Business Name: _____

Date: _____

Application Review Fee:	\$50.00
<u>General Permit Fee:</u>	<u>\$50.00</u>
Fee:	\$100.00

The Application and Permit fees may be paid by cash, check or money order. Credit card payment is not accepted. Your permit will not be issued until the fee is received. This form must accompany the fee payment.

Select Payment Option: _____ Check here if you are paying by cash.
 _____ Check here if you are paying by check.
 _____ Check here if you are paying by money order.

Make checks payable to: Genesee County Drain Commissioner

DO NOT SEND CASH IN THE MAIL

Return information to:
Attention: Lisa Milton
Genesee County WWS
G-4610 Beecher Road
Flint, MI 48532

Check to be sure of the following before returning this information:

- Completeness. Be sure to include both a mailing address and the location of the business.
- Include both the Property Owner and Authorized Representative signatures.
- Plumbing plan is attached
- Floor plan that includes labels for the building areas and uses is attached
- Payment of \$100.00 is included

I, _____ understand that the building located
(print name)

at _____ is a new business located in the City of
Burton. The Building Inspector has conducted an inspection of the building and given me a list
of repairs to be made before the building can be occupied. I am requesting that the water be
turned on by the City of Burton so that I can make said repairs. I also understand that this does
not give permission or rights for occupancy of the building. It is my responsibility to contact the
Building Division for an occupancy inspection once I have made the correct repairs.

Failure to follow up with the Building Division for occupancy before the timeframe specified by
the inspector or occupying the building without proper approvals will result in the water being
turned off regardless of the status of the bill. I understand that I am responsible to pay any
applicable turn on/turn off fees.

Signature below indicated acceptance of the conditions listed above.

Signature

Date