



## APPLICATIONS FOR NEW BUSINESS OPENING OR CHANGE IN OCCUPANCY

### 1. Zoning Application – Planning Department

To be submitted to the **City Planning Department at Lapeer City Hall located at 576 Liberty Park, Lapeer (810) 664-4553** prior to any business opening or relocating. The Zoning Application is necessary to determine if a proposed business meets the City's Zoning Ordinance use and other requirements in order to locate at a particular location. **Fee = \$50**

### 2. Occupancy Compliance Permit – Building Department

After approval of a Zoning Application is granted by the Planning Department, the Occupancy Compliance Permit must be submitted to and approved by the City Building Department prior to a business opening. **The Building Department is located at 576 Liberty Park, Lapeer (810) 245-9621.**  
**Base Fee = \$81 which includes a Fire Department Inspection.**

### 3. Business Registration Application – City Clerk

After approval of a Zoning Application, the Business Registration Application is to be submitted to the **City Clerk's Office at Lapeer City Hall, 576 Liberty Park, Lapeer (810) 664-5231** for any new business opening or an existing business which is relocating.  
**Fee = \$50.**

### 4. Sign Permit Application – Building Department

If new ground, wall or window signage is to be installed or changes are made to existing signage a Sign Permit Application must be submitted to and approved by the City Building Department prior any signage work being performed. **The Building Department is located at 576 Liberty Park, Lapeer (810) 245-9621.**  
**Fee = To be determined by Building Department at time of application.**

## **NOTE**

**Additional Permits for Signage and/or Building Interior Work such as Electrical, Plumbing, Mechanical, Wall Construction, etc. May be Necessary. Please Contact the City Building Department at (810) 245-9621 for Further Information on These Permits.**



**PLANNING DEPARTMENT**  
576 Liberty Park, Lapeer, MI 48446  
(810) 664-4553  
**ZONING PERMIT APPLICATION**  
Fee: \$50.00

**Applicant/Owner's Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Mailing Address (If Different from Site Address):** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Former Use of Building or Tenant Space (If a multi-tenant building, list all current uses located onsite):**  
\_\_\_\_\_

**Proposed Use of the Building or Tenant Space (Brief Description):**  
\_\_\_\_\_

**Square Footage of Building or Tenant Space (If a multi-tenant building, list the square footage of the entire building, in addition to the tenant space):**

**Building:** \_\_\_\_\_ **Tenant Space:** \_\_\_\_\_

**Are you planning on interior building work:**  Yes  No  Unknown at this time

**Plot Plan (sketch) of the Site:** Please provide a sketch of the site showing the **existing building (with dimensions)** and all off-street parking spaces. **The total number of off-street parking spaces currently provided onsite should also be stated on the sketch.**

**NOTE:** Applicant **must** contact the Building Dept. at (810) 245-9621 to obtain an Occupancy Permit and may need additional permits such as **Signage, Fire Dept. Inspection, Electrical, Mechanical and Plumbing Permits, etc. which will be determined by the Building Department.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Planning Department Use Only\*** \$ \_\_\_\_\_ **Fee Paid Date:** \_\_\_\_\_

The following required items have been submitted and/or reviewed for compliance with the City of Lapeer Zoning Ordinance:

- \_\_\_\_\_ Brief description of the proposed use
- \_\_\_\_\_ Sketch of the site showing the existing building (with dimensions) and all off-street parking areas (including number of parking spaces currently provided onsite)
- \_\_\_\_\_ Verification that the proposed use is permitted within the subject Zoning District  
**Zoned:** \_\_\_\_\_
- \_\_\_\_\_ Verification that the proposed use along with all other uses located onsite will meet current parking requirements
- \_\_\_\_\_ Verification that the proposed use along with all other uses located onsite will meet current loading space requirements (if applicable)

Additional information requested by staff to aid with the evaluation of the proposed use:  
\_\_\_\_\_

**Planning Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval Notes:** \_\_\_\_\_  
\_\_\_\_\_



**City of Lapeer**  
**Building Department**  
 576 Liberty Park, Lapeer MI 48446  
 Phone: 810-245-9621 Fax: 810-538-3000  
 Email: [building@ci.lapeer.mi.us](mailto:building@ci.lapeer.mi.us)

Date: \_\_\_\_\_

Comp #: \_\_\_\_\_

**COMPLIANCE APPLICATION  
 NEW / CHANGE OF OCCUPANCY**

Address of Property: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

**\$81 Fee** is due upon submittal of application along with a copy of driver's license. Final Inspection by the Building Department is required prior to occupancy/opening of business. Please call number above to schedule inspection.

*\*FOR OFFICE USE ONLY\**

Inspection Date: _____	\$_____ Fee Paid Date: _____
Building Official Signature: _____	P & Z Approval: _____
_____	Fire Dept. Approval: _____
_____	To Assessing: _____



**For Office Use Only:**

Date Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Bus ID: \_\_\_\_\_ License #: \_\_\_\_\_

**CITY OF LAPEER, MICHIGAN  
Business Registration Application**

**Type of Application New (\$50.00) Renewal (\$25.00)  
NONREFUNDABLE**

**PLEASE COMPLETE IN FULL - RETURN WITH PAYMENT**

**BUSINESS INFORMATION**

Website Address: \_\_\_\_\_

Name of Business \_\_\_\_\_ Home Occupation  Yes  No

DBA \_\_\_\_\_ Federal Id# \_\_\_\_\_

Business Location \_\_\_\_\_ Email address \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Start Date \_\_\_\_\_ Property Tax ID # \_\_\_\_\_

Business Start Date at this location (if different from above) \_\_\_\_\_

Brief Description of Operation (types of goods/services) \_\_\_\_\_

Number of Employees Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_

Type of State License Possessed \_\_\_\_\_ License No. \_\_\_\_\_

Business Type Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other(Describe) \_\_\_\_\_

Business Property Own \_\_\_\_\_ Lease \_\_\_\_\_ Zoned As \_\_\_\_\_

If leased, property owner and address \_\_\_\_\_

Is this a temporary business?  Yes  No Expected Close Date \_\_\_\_\_

Was this business located elsewhere in the city? Yes No

If yes, where? \_\_\_\_\_

Did this business operate under a different name in the previous year? Yes No If yes, what? \_\_\_\_\_

Leased equipment used in the business is owned by: (If needed: attach a separate list)

Name

Address

Phone

**BUSINESS OWNER INFORMATION**

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Name of person in charge of records \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY INFORMATION**

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**BUILDING INFORMATION**

Alarm Company Name \_\_\_\_\_

Alarm Company Phone \_\_\_\_\_

Type of Alarms on Premises    Holdup \_\_\_\_\_ Break-in \_\_\_\_\_ Fire \_\_\_\_\_ Silent \_\_\_\_\_

Do you have a safe/vault on premises?    Yes \_\_\_\_\_ No \_\_\_\_\_

Is the safe/vault visible from the outside?    Yes \_\_\_\_\_ No \_\_\_\_\_

Are there hazardous materials on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes, please attach a detailed list)

Is there a sprinkler system?    Yes \_\_\_\_\_ No \_\_\_\_\_

Domestic water usage only?    Yes \_\_\_\_\_ No \_\_\_\_\_

Projected amount of water usage and sewer discharge \_\_\_\_\_

As the owner of the above said business making application for this registration or an authorized representative of said business and depose and say that I have read the foregoing application and know the contents thereof, and that the same is true to the best of my knowledge. I further understand that this City of Lapeer Business Registration must be renewed as of January 1<sup>st</sup> annually.

Applicant Name \_\_\_\_\_ Owner \_\_\_\_\_ Manager \_\_\_\_\_

Signature \_\_\_\_\_ Officer \_\_\_\_\_ Other \_\_\_\_\_



**City of Lapeer**  
**Building Department**  
 576 Liberty Park, Lapeer MI 48446  
 Phone: 810-245-9621 Fax: 810-538-3000  
 Email: [building@ci.lapeer.mi.us](mailto:building@ci.lapeer.mi.us)  
**SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**PROJECT INFORMATION**

ADDRESS	BUSINESS NAME
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**PROPERTY OWNER OR OCCUPANT**

NAME	ADDRESS	PHONE
CITY	STATE/ZIP	FAX
EMAIL		CELL

**CONTRACTOR**

NAME	ADDRESS	PHONE
CITY	STATE/ZIP	FAX
EMAIL		CELL
SIGN SPECIALIST LICENSE NUMBER:		EXP. DATE:
SIGN SPECIALTY CONTRACTOR LICENSE NUMBER:		EXP. DATE:
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		EXP. DATE:
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		EXP. DATE:
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		EXP. DATE:

**TYPE OF SIGN** - Please check applicable boxes:

- Monument or Ground     Wall     Projecting     Marquee     Rear Entry Sign     Awning or Canopy
  - Window     Directional     Billboard     Re-Facing     Drive-Thru (Menu Board)     Multi - Tenant
  - Electronic or Manual Changeable Message *(Electrical Permit must be obtained)*
  - Temporary (Banner or Flag/Feather)** - *Requires Color Design Rendering or Photo*
- Valid for 30 Days Only: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Must be drawn to scale – building elevations, wall elevations & sign dimensions. All signs must be in compliance with the Zoning Ordinance for Signs Chapter 7, Article 7.17. Detailed ordinance at: [www.ci.lapeer.mi.us](http://www.ci.lapeer.mi.us) Zoning Section.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Temporary Banner or Flag/Feather Signs are a flat fee of \$61.00

*\*FOR OFFICE USE ONLY\**

CONDITIONS/COMMENTS:	
APPROVAL SIGNATURE:	DATE: