



BUILDING DIVISION
One City Square, Suite 305
Warren, MI 48093-2391
(586) 574-4504

**PROPERTY OWNER
CERTIFICATE OF COMPLIANCE
AUTHORIZATION FORM**

I (we): _____
(Property Owners)

Hereby Authorize: _____
(Applicant – Person Authorized to sign Application)

To apply for the Certificate of Compliance for the following proposed use(s):

(Description of all uses proposed) *

Job Location: _____
(Property Address)

As the property owner or authorized agent, I hereby grant permission to the applicant named above to apply for the Certificate of Compliance for the following proposed Use(s) described above. I authorize the City of Warren to inspect the property as required and I accept responsibility for all corrections of all code violations cited in the inspection reports.

*** This authorization does not apply to any Medical Marihuana uses on the property.**

(Authorized Signature)

(Date)

(Printed Name)

(Title)

The City of Warren, Division of Building and Safety Engineering will soon be making inspection on your property. The purpose of the inspections is to assure the safety of the public, as well as the people who occupy the building.

The following requirements must be met for the inspections:

- Property owner affidavit must be signed and submitted with this application. Exception if applicant is also the property owner.
- Use page 4 of this application to calculate the parking requirements.
- Have someone at the inspection site that is knowledgeable of the proposed use to walk the inspectors around the building. (9:30 a.m. to 4 p.m.)
- Have the building clean of all debris so inspectors can see all ceiling, walls, and floor equipment.
- Have all utilities (water, electric and gas) turned on for inspection.
- Have a ladder on site so inspectors can see above drop ceilings, and also into attic areas.
- If the building has roof top equipment, have a ladder on site so inspectors can gain access to roof.
- If the building has infestation, or rodents, have the property fumigated before the inspections.
- Have the address visible from the street.
- Knox Box required before Certificate of Compliance will be issued per the City of Warren Ordinance Section 13-40.
- Notify the Building Division about any dangerous areas before inspections.
- If building has fire suppression and/or alarms they must be re-certified prior to inspection.
- Fire suppression systems must be fully operational and approved prior to Certificate of Occupancy being issued.
- Alarm systems must be approved prior to Certificate of Compliance being issued.
- If new fire suppression or alarms are required, alarm inspections must be scheduled through the Chief Electrical Inspector two weeks in advance.
- If Engineering permit was issued for required site improvements, notify Engineering Division at 586-759-9300 about completion of the project, request final inspection and release of escrow.
- If you have further questions or concerns, contact the Building Division at 586-574-4504, Monday through Friday, from 8:30 a.m. to 5:00 p.m. Thank you for your cooperation.

Use	Required Parking Space
(3) Tourist Homes or Motels.	One (1) parking space for each guest or sleeping room or suite in a tourist cabin or motel, plus one additional space for the owner or manager if resident on the premises.
(4) Convalescent homes and homes for the aged or similar uses.	One (1) parking space for each three (3) patient beds; plus one (1) space for each staff or visiting doctor; plus one (1) space for each four (4) employees, including nurses. Loading and unloading space for ambulances and the like shall not be included herein.
(6) Hotels.	One (1) parking space for each three (3) guest rooms, plus one (1) additional space for each five (5) employees.
(12) Dance halls, pool and billiard rooms, assembly halls and exhibition halls without fixed seats.	One (1) parking space for each one hundred (100) square feet of floor area used for dancing or assembly.
(13) Stadiums and sports arenas.	One (1) parking space for each four (4) seats.
(14) Bowling Alleys.	Six (6) parking spaces for each alley; plus one (1) space for each one (1) employee.
(15) Churches.	One (1) for each three (3) seats in the main unit of worship. Where individual seats are not provided, each (20) inches of bench shall be considered as one (1) seat.
(16) Mortuaries or funeral homes.	One (1) parking space for each fifty (50) square feet of floor space in the slumber rooms, parlors or individual funeral service rooms.
(17) Establishment for sale and consumption on the premises of alcoholic beverages, food or refreshments.	One (1) parking space for each one hundred (100) square feet of floor area, plus one (1) parking space for each four (4) employees.
(18) Medical or dental clinics.	One (1) parking space for each one hundred (100) square feet of usable floor area and one (1) parking space for each examining room, dental chair or similar use area. In no event shall there be less than three (3) spaces per doctor plus one (1) space for each two (2) employees.
(19) Banks, business or professional offices. A. Three (3) stories maximum.	One (1) parking space for each two hundred (200) square feet of gross floor area.
(19) Banks, business or professional offices. B. Three and one-half (3½) stories minimum.	Calculated as follows: Gross floor area of building (out-to-out dimensions of building) multiplied by the factor 80% and that result divided by two hundred (200), which result will give parking requirement.
(20) Furniture and appliance stores, personal service shops (not including beauty parlors and barber shops), household equipment or furniture repair shops, clothing or shoe repair or service shops, hardware stores, motor vehicle sales, wholesale stores and machinery sales.	One (1) parking space for each five hundred (500) square feet of floor area.
(21) Beauty parlors and Barber shops.	Two (2) parking spaces for each beauty and/or barber shop chair.
(22) All retail stores, martial arts and yoga studios, except as otherwise specified herein.	One (1) parking space for each one hundred fifty (150) square feet of floor space.
(23) Industrial establishments, including manufacturing, research and testing laboratories, creameries, bottling works, printing and engraving shops, warehouse and storage buildings.	Provide upon land owned by such establishment about each industrial building, buildings or use, other than the front yard, or driveways which shall be sufficient in size to provide adequate facilities for the parking of automobiles and other motor vehicles used by the firm or employees or persons doing business therein, such space shall not be less than one (1) parking space for each four (4) employees, computed on the basis of the greatest number of persons to be employed at any one period during the day or night, and in no case shall the area allotted to off-street parking be less than one hundred (100) per cent of the total floor area.