

**INSPECTIONS CONDUCTED MONDAY-THURSDAY
TIME: 10:00 A.M. – 1:00 P.M.**

REQUEST FOR CERTIFICATE OF OCCUPANCY

INSPECTION DATE: _____ TIME: 10:00 am – 1:00 pm

COMMERCIAL:

Business (Property) Address: _____ Business Name: _____

Business Phone # _____ Business Fax # _____

RESIDENTIAL:

Property Address: _____ LOCK BOX #: _____

LOCK BOX LOCATION: _____

TENANT: (If Other Than Property Owner)

Name: _____ Address: _____

Phone #: _____

PROPERTY OWNER:

Name: _____ Address: _____

Phone #: _____

2nd Contact Person (Emergency)

Name: _____ Address: _____

Position: _____ Phone #: _____

Description of Business: _____

Send Violation(s) Report To:

Name	Address	City	State	Zip
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ALARM COMPANY'S NAME, IF ANY: _____

Phone #: _____

Type of Alarm (Please circle all that apply) Door Motion Smoke Button

Comments: _____

PLEASE NOTE:

If you have any hazardous materials at your business site, please be advised that you **MUST** supply this information to the Clawson Fire Department by way of a materials safety data sheet. Please contact the Fire Department if you need any information.

Also, it is a great help to both the Fire Department and the Police Department if you place your business name and address on both the Front and Rear Doors of your business.

Police/ Fire Dept. (Dispatch): 248-524-3477 Emergency Call: 911

_____ \$200.00 (Commercial)

_____ \$175.00 (Residential)

Applicant's Signature

Date

Certificate of Occupancy Applicant Instructions

Commercial

When a commercial property is going to be leased out after being vacant - tenant or owner needs to fill out a request for certificate of occupancy application and chemical survey (see attached).

Fee is \$200.00

Residential:

When owner wants a certificate of occupancy inspection for residential – use the same form but put property address where it says Residential.

Fee is \$175.00

Residential (Vacant, Foreclosed, Abandoned (“Vacant”) homes – need all utilities turned on before first certificate of occupancy inspection scheduled).

Fee is \$175.00

PROCEDURES TO RE-OCCUPY VACANT HOMES

The following procedures **MUST** be followed to occupy home.

1. Applicant applies for a C of O. (Pays \$175.00)
2. Bldg. & Planning sends copy of application to DPW.
3. Applicant is responsible for having the gas and electricity turned back on.
4. Applicant then contacts DPW (248-288-3222) to turn water back on. (No charge)
(Applicant must pay any outstanding balance on the water account when requesting turning the water back on)
5. DPW turns water on and inspects the water meter. (By appointment only and access to the interior is required)
(If gas and electricity is not on at the set time of the appointment – the water will not be turned on).
6. Applicant sets an inspection date for the C of O.
(Monday – Thursday - 3 hrs.)
7. Bldg. & Planning sends out the C of O written report within 10 business days.
8. Applicant completes all items on the report.
9. Applicant sets a final C of O inspection. If NOT completed – either Not Approved or a Temp. C of O can be issued. (\$30.00 additional fee)
10. Bldg. & Planning issues a C of O within 10 business days of an approved final inspection.

If the above ten (10) procedures to occupy residential vacant homes are not completed within a 6 month span a new C of O application must be obtained.

For Residential Vacant Homes

Please Note: 2006 International Property Maintenance Code. Section 107 Notices and Orders

Section 107.5. Transfer of Ownership

It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

The inspectors are the following:

- 1) James Albus – Building Official
Inspection Hours: Monday – Thursday 10:00 a.m. – 1:00 p.m.

For all inspections, please contact the Building Department at 248-435-4500 (ext. 121).



City of Clawson

425 N. Main Street / Clawson, Michigan 48017
(248) 435-4500 FAX (248) 435-0515

Dear Facility Owner/Operator:

Section 141 of the Michigan Occupational Safety and Health Act (MIOSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each fire fighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief upon request. This allows the fire department to gather information on each chemical so that the requirements of MIOSHA can be met.

To assist our department in fulfilling its responsibilities under MIOSHA, we are requesting that you complete the enclosed survey. If your firm does not use or produce any hazardous chemicals (see attached definitions), you still need to complete the form. This information can be beneficial to you and your fire fighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include material safety data sheets (MSDS); a listing of the hazardous chemicals by name, along with the greatest amount that may be located on site at one time; and the actual locations of the chemicals at your facility.

Please complete the survey and forward to (City of Clawson, Building Department, 425 N. Main, Clawson, MI 48017) within ten (10) days. All surveys including negative responses will be kept on file for future use and to satisfy MIOSHA requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please contact John MacDougall (Fire Marshal) at 248-435-4500, extension 114.

Thank you for your cooperation.

City of Clawson
Building Department

CHEMICAL SURVEY

Information:

This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended and the Fire Prevention Code, PA 207 of 1941.

Instructions:

Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (Example: Both a Class 3 - Flammable and a Class 6 - Poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, MARK "DO NOT HAVE" BOX.

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but at least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

This site is: ___ Chemical User – (Chemicals used in activities on site).
 ___ Chemical-Producer – (Chemicals manufactured at this site, includes packaging).
 ___ Other – Mark this box if chemicals are stored on site, but not used or produced.
 Please Specify. (Examples: Service Station, Retail Store, and Storage

Facility.

Date Completed: _____

Site Address: _____

Name of Premises: _____

Site Telephone #: _____

Emergency Contacts: (Include Private Alarm/Security Companies)

<u>Name/Title</u>	<u>Business Phone #</u>	<u>Home Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CHEMICAL SURVEY
(LIST OF CHEMICALS)**

Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

CHEMICAL TYPE	SPECIFIED QUANTITY	HAVE AT - OR ABOVE SPECIFIED QUANTITY	HAVE - BUT BELOW SPECIFIED QUANTITY	DO NOT HAVE
Explosives & Blazing Agents (Not including Class C Explosives)	Any Quantity			
Poison Gas	Any Quantity			
Flammable Gas	100 Gallon Water Capacity			
Non-Flammable Gas	100 Gallon Water Capacity			
Flammable Liquid	1,000 Gallons			
Combustible Liquid	10,000 Gallons			
Flammable Solid (Dangerous when wet)	100 lbs.			
Flammable Solid	500 lbs.			
Spontaneously Combustible Material	100 lbs.			
Oxidizer	500 lbs.			
Organic Peroxide	250 lbs.			
Poison	500 lbs.			
Irritating Material: Liquid	1,000 Gallons			
Irritating Material: Solid	500 lbs.			
Radioactive Material (Yellow III Label)	Any Quantity			
Corrosives: Liquid	1,000 Gallons			
Corrosives: Solid	500 lbs.			
Known Human Carcinogen	Any Category			
If you do not have any of the above, please check DO NOT HAVE BOX				
PLEASE RETURN WITHIN TEN (10) DAYS TO THE CITY OF CLAWSON, BUILDING DEPT.				