



Permit Fee:  
\$100

**CITY OF MONROE ZONING COMPLIANCE &  
CERTIFICATE OF OCCUPANCY APPLICATION**

**THIS DOES NOT CONSTITUTE A PERMIT TO BUILD, CONSTRUCT OR OPEN**

PHONE (734) 384-9186 FAX NUMBER (734)384-9108

***\*BUSINESS FLOOR PLAN/ LAY OUT REQUIRED\**** : Show merchandise racks, counters, seating arrangements, aisles, restrooms, exits, offices, storage, etc. **Final inspection required prior to occupancy of business.** Food establishment will also require Health Department approval before occupancy.

**PLEASE PRINT**

BUSINESS ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS USE: \_\_\_\_\_

Maximum Number of Employees: \_\_\_\_\_ Maximum Number of Patrons: \_\_\_\_\_

**BUSINESS OWNER/OCCUPANT INFORMATION**

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

**PROPERTY/BUILDING OWNER INFORMATION**

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

I certify that I am aware that this does not constitute an application to build or construct. I further certify that I am aware that all required approvals must be obtained before a Zoning Compliance Permit/Certificate of Occupancy can be issued and that **I shall not occupy these premises until the required Zoning Compliance Permit/Certificate of Occupancy has been issued.** I am aware that once the application is submitted I have **90 days** to: obtain all required permits, make all necessary repairs, and call for inspections to obtain a Certificate of Occupancy. **If property is occupied before a C of O is issued Civil Infractions will be issued.**

\_\_\_\_\_  
Signature of Building/Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Occupant

\_\_\_\_\_  
Date