

Village of Holly, Michigan

202 S. Saginaw St. Holly MI 48442

Change of Use/Occupancy Application

Date: _____

Applicant's Name: _____

Applicant's Address: _____
STREET CITY STATE ZIP

Phone: _____ E-Mail: _____

Business Name: _____

Business Address: _____
STREET CITY STATE ZIP

Business Phone: _____ Bus. E-Mail: _____

Business Owner Name if Different from Applicant: _____

Phone: _____ E-Mail: _____

Property Owner Name: _____

Property Owner Address: _____
STREET CITY STATE ZIP

Written permission of the property owner is required to file this application if the property owner is not the applicant.

Previous Use: _____ Previous Business Name: _____

Type of Previous Business: _____

Proposed Use: _____ Type of Proposed Business: _____

Property Zoned as: _____ Parking Spaces: # _____ Accessible Spaces: # _____

Are there separated uses in this building: YES NO Fire Rated Separation: _____

Square Footage of Building: _____ Is the building sprinkled: YES NO

Type of construction: _____

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

A Signed and Sealed Site Plan by a registered architect or engineer is required with the following being shown plus the information required by the State of Michigan.

- Scale and North arrow.
- Existing conditions as well as any proposed changes.
- The size of the building and its location in relation to the property lines and streets.
- Provide relative elevation dimensions to show grade changes on the lot.
- Other structures on the property, paved driveways and parking, and any landscaping.
- A floor plan for each level, including basements and storage attics.
- Floor plans must show the proposed use of each room and the overall room dimensions.
- Window sizes, and how the windows open.
- The size of exit doors, the direction of door swing, steps at doors and any glass panels in doors.
- Stairways, both inside and outside the building, those stairs and their landings must be shown on the plans.
- A cross section of the building must be provided except where information concerning ceiling heights, insulation, etc., can be shown elsewhere.

A “change of use” may require the building being brought up to current accessibility codes.

Please refer to the 2003 Michigan Building Code for change of use/occupancy requirements.

Please make certain the necessary permits are pulled for any work relating to above requirements.

I am the owner or authorized agent responsible for compliance, and hereby acknowledge the following:

1. I have read this application and all related documentation and I represent that the information furnished is correct.
2. I agree to comply with all City and State ordinances, which regulate construction, land use, and occupancy.
3. If any misrepresentation is made in this application, the City may revoke any Certificate or License issued based upon this misinformation.
4. No sign installation is allowed until a permit has been issued.
5. The undersigned attests that no construction or structural changes will be performed/made.

Applicant’s Signature: _____ Date: _____

Village Office Use Only

Approved on: _____

Special Requirements: _____

Administrative approval based on Section 3406 & 3407 of the 2003 Michigan Building Code made on:
