



John B. "Jack" O'Reilly Jr.
Mayor

Commercial Reoccupation

The City of Dearborn requires that an inspection of commercial property is completed for any use change or any change in ownership. An application must be filed by the applicant requesting the use change or the person buying the property. In both cases, the owner must acknowledge the change by signing the required application in front of a licensed notary. This also acknowledges that the owner is responsible for correcting code violations noted by City Inspectors during inspection. A Certificate of Occupancy will not be issued until the code violations are corrected by the property owner.

Steps to Completing Your Application

First:

Pick up an application from the receptionist in the Economic and Community Development Department.

- *Make sure the form is filled out completely.*
- *The current property owner must sign the form and have the form notarized.*
- *A copy of the owner's driver license must accompany the application.*

Incomplete applications will not be processed.

Second:

Return the completed form to the Economic and Community Development Department along with your fee. {To determine the amount of the fee, refer to the back the back of this sheet}.

- *The payment must be in the form of a check made out to the "City of Dearborn".*

Evaluation and Approval of Your Application

The completed application will then be evaluated by the Community and Economic Development Department Staff. They will determine if the proposed use is appropriate for the zoning district and surrounding area. Each use and zoning district has different requirements that need to be satisfied. You may need to apply for a zoning variance if recommended by department staff.

If the staff evaluation indicates that the proposed project is appropriate, the application will be sent to the Building and Safety Department. The Building and Safety Department will call the property owner to schedule an inspection. If the inspection identifies any code violations, corrections must be made before a Certificate of Occupancy will be issued.

We are here to assist you in this process. If you have any questions or concerns, please contact **Steve Guile**, ECD Deputy Director **(313) 943-2899**.