

## Building Department

### **GUIDE FOR BUSINESSES**

The following is a summary to help clarify some of the issues applicable to operating a business in the City of New Baltimore. The following is not intended to be an all-inclusive list, but rather a guide.

Please be aware that all improvements to businesses must be reviewed and approved by the building department. Depending on the type of improvement, Planning Commission, City Council and Historic District Commission approvals may be necessary before the building department may review and approve your application. Building and/or site improvements may require site plan and/or special land use approval.

Permits are required for most interior and exterior improvements. All work on non-residential structures must be completed by licensed professionals. Processing time is required for permit applications. Plan review by an outside consultant may be required at the discretion of the building official. Please contact the Building Official for further information.

Please be advised that all improvements must conform to all applicable city ordinances and State of Michigan codes. All properties must be maintained in accordance with all applicable State of Michigan codes and city ordinances. The city ordinances are accessible free of charge online at [www.municode.com](http://www.municode.com).

Some issues of which you need to be aware:

#### ZONING

Make sure your business is allowed in the zoning district you are looking to rent, lease, or buy BEFORE renting, leasing, or buying the property. (Zoning Ordinance – Chapter 60 - City of New Baltimore Code of Ordinances).

#### BUSINESS LICENSES

All businesses must be licensed by the City of New Baltimore before the business is opened. Business licenses are renewed annually. Contact the City Clerk's office for additional information. (Businesses – Chapter 12 - City of New Baltimore Code of Ordinances).

#### SIGNS

All signage must be approved. A building permit is required. Depending on the type of sign, approvals may be necessary by the Planning Commission, City Council, and Historic District Commission before building department review and approval. (Signs – Chapter 42 – City of New Baltimore Code of Ordinances).

OUTDOOR STORAGE

No outdoor storage is allowed unless approved by the Planning Commission and City Council or the Zoning Board of Appeals. (Site Plan/Special Approval Land Use – Chapter 60 – City of New Baltimore Code of Ordinances).

VEHICLES FOR SALE

No vehicles are allowed to be displayed “For Sale” at your business unless you are approved to sell used vehicles or the vehicle is owned by the business owner. (See Traffic and Vehicles – Chapter 52 and Zoning Ordinance – Chapter 60 – City of New Baltimore Code of Ordinances).

**CITY OF NEW BALTIMORE  
 BUILDING DEPARTMENT  
 36535 GREEN ST  
 NEW BALTIMORE, MI 48047  
 (586)725-2151**

**COMMERCIAL/INDUSTRIAL CITY CERTIFICATION APPLICATION**

Compliance with City ordinances and the Michigan Building Code

**Business Name** \_\_\_\_\_  
 (Tenant)

**Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_

**Proposed Use (type of business)** \_\_\_\_\_

**Property Owner's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

**Phone Number(s)** \_\_\_\_\_

\_\_\_\_\_  
 Owner/Landlord Signature

\_\_\_\_\_  
 Date

***For Office Use Only***

Square footage \_\_\_\_\_ Zoning District \_\_\_\_\_

Is Planning Commission approval required for proposed use?      Yes      No      (circle one)

If yes, has City Council approved the proposed use/plans?      Yes      No      (circle one)

Site Plan/Special Approval Land Use File Number: \_\_\_\_\_

Has business license been issued by City?      Yes      No      (circle one)

Violations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrections required by: \_\_\_\_\_

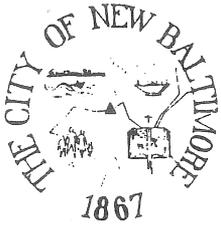
\_\_\_\_\_  
 Inspector Signature

\_\_\_\_\_  
 Date

Fees    Inspection Fee      \$ 250.00  
        Bond                 \$ 500.00  
        Re-inspection Fee(s) \_\_\_\_\_ @ \$100 per re-inspection  
        Refunded Bond        \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_



# CITY OF NEW BALTIMORE

36535 GREEN STREET • NEW BALTIMORE, MI 48047 • (586) 725-2151 • FAX (586) 725-6927

## CITY OF NEW BALTIMORE MACOMB COUNTY, MICHIGAN RESOLUTION NO. 613

### RESOLUTION ADOPTING INSPECTION FEES FOR COMMERCIAL AND INDUSTRIAL PROPERTIES

At a regular meeting of the City Council of the City of New Baltimore held in the Council Chambers at 36535 Green Street, New Baltimore, Macomb County, Michigan, 48047, on the 13<sup>th</sup> day of February, 2006, commencing at 7:00 p.m.

PRESENT: Butler, Christie, Hayman, Duffy, Morisette, Burkhardt

ABSENT: None

**WHEREAS**, pursuant to Section 110 of the Michigan Building Code, a Certificate of Occupancy is required when a change of occupancy for a structure occurs; and

**WHEREAS**, Section 115 of the Michigan Building Code provides that if an unsafe condition exists, such as inadequate egress, inadequate maintenance, or other safety violations, repairs shall be made by the owners/landlords of the subject premises; and

**WHEREAS**, it is the desire of the City of New Baltimore Building Department to enforce the provisions of the Michigan Building Code relating to commercial and industrial structures within the City when a change of occupancy occurs; and

**WHEREAS**, pursuant to the Michigan Building Code and City of New Baltimore ordinance, Section 10-28 provides that fees under the State Construction Code shall be adopted by Resolution of the City Council.

**NOW, THEREFORE**, upon motion by Councilperson Duffy, supported by Councilperson Butler;

**IT IS HEREBY RESOLVED**, that an inspection fee of \$250 shall be charged to the existing owner/landlord for inspection by the Building Department and Fire Department to insure that the building complies with safety issues prior to leasing or a change of occupancy within the building and/or separate units.

**IT IS FURTHER RESOLVED**, that in addition to the fee a \$500 bond shall be charged

to insure correction of any violations within the time specified by the Building Official and/or Fire Marshal.

**IT IS FURTHER RESOLVED**, that if the applicant fails to correct the violations, a reinspection fee of \$100 shall be deducted from the bond for each reinspection and that in the event that the property owner/landlord fails to correct the violations within the time specified by the Building Official and/or Fire Marshal, the bond shall be revoked and no Certificate of Occupancy shall be issued until compliance.

Each reinspection shall be charged at a rate of \$100 per subsequent inspection after the initial inspection.

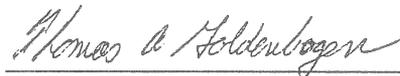
Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

**AYES:** Burkhardt, Butler, Christie, Hayman, Duffy, Morisette

**NAYS:** None

**ABSENT:** None

**RESOLUTION IS DECLARED ADOPTED.**



THOMAS GOLDENBOGEN, MAYOR



MARCELLA SHINSKA, CLERK

#### CERTIFICATE OF CLERK

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of New Baltimore, County of Macomb, State of Michigan, at a regular meeting held on February 13th, 2006, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

  
Marcella Shinska, Clerk



**CITY OF NEW BALTIMORE**

36535 Green Street  
New Baltimore, MI 48047  
(586) 725-2151

\$20.00

Fee \_\_\_\_\_

**BUSINESS LICENSE APPLICATION**

BUSINESS NAME AND ADDRESS

*Required prior to Business License Issuance:  
Knox Box Installation  
City Certification Compliance  
\*\*Effective 2/17/10 Failure to obtain a Business License  
shall be a misdemeanor punishable by up to 93 days in jail  
and/or a \$500.00 fine\*\**

BUSINESS NAME TO APPEAR ON LICENSE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
(if different from business address)

BUSINESS WEBSITE \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER NAME \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_  
City State Zip

OWNER PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

*The City Clerk's Office is authorized to release personal information to third parties. \_\_\_\_ Yes \_\_\_\_ No  
(i.e. home address, home and cell phone numbers, personal email)*

Name (Please print)

Signature

Date

*For Office Use Only*

Building \_\_\_\_\_  
Initial Date

Fire \_\_\_\_\_

License Number \_\_\_\_\_

Date Issued \_\_\_\_\_