



OCCUPANCY PERMIT APPLICATION
TROY FIRE DEPARTMENT
500 W. Big Beaver Rd.
Troy, MI 48084
248.524.3419

OCCUPANCY

This permit application is for the occupancy of existing premises of 1,500 square feet or greater at the listed location for the purpose of conducting or operating a business for which a permit is required by local ordinance. This permit application shall be filed with the Fire Department prior to occupancy. A \$100.00 application fee is to be paid upon submittal of this application. Make check or money order payable to the City of Troy. The approved permit is not transferable and shall expire upon a change in occupancy.

Application Date: _____ Intended Occupancy Date: _____

Business Name: _____

Address of where business will occur: _____

Applicant Name / Contact Person: _____

Applicant Address: _____ Phone: _____

Type of Occupancy and/or Business: _____

Area of space to be occupied (square feet): _____

Description of inventory materials and/or processes: _____

I hereby acknowledge that I have read this permit application and that the information given is correct. I understand that I may be required to provide further information upon request. I further understand that if approved, the permit is non-transferable, and the permit application fee of \$100.00 is non-refundable and therefore will not be returned if the permit is denied.

Applicant signature: _____

(To be completed by Fire Department)

Inspection Date: _____ Fire Protection: Yes No

Inspector: _____ HMIS Required: Yes No

Premise #: _____ Permit Approved: Yes No

Use Group: _____ Floor Area: _____

Stipulations: _____



Fire Department

500 West Big Beaver Road

Troy, Michigan 48084

Phone: 248.524.3419

Fax: 248.689.7520

OCCUPANCY PERMIT APPLICATION PROCESS OFFICE SPACE & RETAIL BUSINESS

An Occupancy Permit is required for occupancy of an existing premise of 1,500 square feet or greater for the purpose of conducting or operating a business for which a permit is required by local ordinance. The permit application must be filed with the Troy Fire Department prior to occupancy. An application fee of \$100.00 is to be paid upon submittal. The approved permit is not transferable and shall expire upon a change in occupancy.

Exception: Businesses of any size that store, use or produce hazardous materials in amounts that exceed exempt quantities, as listed in the adopted fire code of the City of Troy, shall obtain an occupancy permit.

SUBMITTAL PROCESS

Complete the application for an Occupancy Permit on-line at:
<http://www.troymi.gov/fire/permitApps/OccupancyPermitApp2010.pdf>

Include the following information on the application:

- Intended occupancy date.
- Business name.
- Address of where business will occupy.
- Type of occupancy and/or business.
- Area of space to be occupied in square feet.
- Description of processes and/or materials stored, used, or produced in US weights and measures.

Other Information Needed to Determine Occupancy:

- A floor plan showing the following:
 - General layout within the space.
 - Location of fixtures/displays.
 - Emergency Exits.
- The floor plan must be legible and drawn to scale and shall be submitted in one of the following formats: “.pdf”, “.doc”, “.docx”, “.jpg”, “.tiff”, “.dwg”, or “AutoCad”.
 - *The preferred method is “.pdf”.*

PREPARATION PROCESS

Upon receipt of the completed permit application submittal, a fire inspection must be scheduled and conducted prior to occupancy. In order to help prepare for the inspection, a sample list of requirements is included. The following list, however, should not be considered all inclusive:

- Storage of stock or other materials cannot block exits or restrict width of aisles and corridors.
- Storage must be kept 24" below ceiling or 18" below bottom of sprinkler heads.
- Exit doors must open easily and completely. The use of deadbolts, padlocks, chains, or other special locking arrangements is not allowed on exit doors.
- Exit signs must be self-illuminating.
- Emergency lighting must be hard-wired with battery backup and function properly.
- Fire extinguishers must be wall-mounted in clear view and serviced and tagged annually.
- Extension cords cannot replace permanent wiring and sufficient outlets must be provided for all appliances.
- Electrical service panels and heat producing appliances must have 36" minimum clearance to combustible materials of any type.
- All electrical junction boxes and outlets must have approved covers in place.

STAND-ALONE BUILDING

In addition to the above considerations, the following shall be considered as well:

- Outside combustible storage must be kept a minimum of 10' from the exterior of the building.
- Fire Department Siamese Connections and hydrants must remain clear and unobstructed by storage, equipment, vegetation, trash, debris, etc.
- The proper address shall be displayed in 6-inch numbers on a contrasting background and shall be visible from the street.

Any of these or other hazardous conditions should be corrected prior to the inspection in order to alleviate any fire safety concerns and increase the likelihood of the permit being approved without delay. Any code violations found during the inspection must be corrected before receiving occupancy permit approval.

REVIEW PROCESS

Average review time is approximately one to two weeks with all necessary information provided. Allow at least one week after submittal before being contacted for the fire inspection or before calling to check on the status of the permit application.

APPROVAL PROCESS

Once approved, permits will be mailed to the address provided on the application. Occupancy Permits are non-transferrable and shall expire upon a change in occupancy.

Questions may be directed to the Troy Fire Department at 248.524.3419.