



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

**APPLICATION FOR INTERIOR/EXTERIOR REMODEL &/OR
CHANGE IN TENANT OR USE**

This form is to apply for an interior and/or exterior remodel (residential, commercial and/or industrial), change of tenant, or use change within a building, tenant space, or residential structure. Additional requirements may be necessary for change of use as required by Article 21 of the Zoning Ordinance.

Applicants must the Washtenaw County Building Department on all projects to verify conformance with the Michigan Building Code and barrier free requirements, as well as to obtain a Certificate of Occupancy.

Address of Site: _____ Parcel ID#: _____

Name of Business/Tenant: _____

Business Owner Name: _____ Phone: _____

Business Owner Email: _____ Business Website: _____

Property Owner Name: _____ Phone: _____

Property Owner Address: _____
(If different from Site Address)

Property Owner Email: _____

Zoning District: _____

Type of Request:	Exterior Remodel	Interior Remodel	Change in Tenant	Change of Use
Does change of use require site plan approval?		Yes	No	
Does proposed change meet parking standards?		Yes	No	

Required Attachments:

For exterior remodel: Dimensioned elevation plan of exterior improvements, including materials, colors, etc.

For interior remodel and change of tenant: Floor Plan.

For change of use: Site Plan/Special Use Plan, if exterior changes are required.

Description of the Project:

Describe the proposed project: _____

Describe site or exterior building changes/improvements: _____

Describe building interior be changed? _____

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If change in tenant:

Name of previous tenant/business: _____

Specific activities of previous use: _____

Specific activities of proposed use: _____

Please note that a sign permit is required separately in accordance with Article 7, Signs.

Business Owner's Signature

Date

Print Business Owner's Name

Property Owner's Signature

Date

Print Property Owner's Name

Staff Review: Fee: _____ **Date Received:** _____ **Receipt #** _____

Remodel (Commercial or Residential) \$25.00 fee

Site/Floor Plan	Acceptable		
	Yes	No	N/A
Site Plan/Special Use Plan for proposed use or alteration/remodeling plan/use.			
Floor plan of proposed structure or alteration/remodeling plan/use.			
Elevation plan of the proposed structure or exterior improvements.			
Estimated tap fee or capital charges: _____			

Reviewed by: _____

Approved (Preliminary)

Approved (Final)

Denied

REASONS FOR DENIAL: _____

EXISTING NON-CONFORMITIES/VARIANCES GRANTED: _____

APPROVAL STAMP: