

**PROCEDURES FOR USE OF TENANT SPACE
IN THE CHARTER TOWNSHIP OF BRIGHTON**

Fill out and return the attached application to the Planning Department for review.

Within 10 days, the Zoning Official will do a review to determine if the business you are proposing is a permitted use under the current zoning.

Should you be leasing tenant space within the sanitary sewer district, your application will be referred to the Administrative Department for their review and approval for use of the new sanitary sewer system in that area of Brighton Charter Township. (This review relates to the use of REU's which is a unit of measurement for amounts of waste based on the type of business and number of employees). Once approval is received, the Building department and the fire department will coordinate a safety walk-thru at your convenience.

In addition, should any remodeling of the premises or changes to be made to the tenant space, permits are required, this includes all new signage.

- **remodeling permits require 3 sets of signed/sealed blueprints (if structural) or you can sketch up the floor plan that denotes all specifications indicating where those non-structural changes will be done.**
- **A licensed contractor must secure all building, mechanical, electrical and plumbing permits.**

All remodeling will require inspections and a final approval (certificate of occupancy).