

PROCEDURES

Step 1 – Obtain Permit Application: Use Approval / Site Check

Please make sure permit application is complete and submit to the Planning Department to obtain approval for the intended use of the business in the zoning district in which it is located.

Submit an updated Sketch Plan of the site (see attached example & Section 19.04 of the Zoning Ordinance). The site must meet all Zoning, Planning and Site Development requirements (see attached Section 19.11.c of the Zoning Ordinance). Sketch plans are reviewed at the same time inspections are done.

You will be notified **within two weeks** of your use approval status. *For faster notification please make sure an email address is provided on the application.

Step 2- Inspections- To be scheduled upon notification that use has been approved.

Please contact the Building Department at (734) 374-6550 to schedule your inspections. Upon examination of the site, you will be notified of inspection status.

*Please be advised that someone will need to be on the premises to sign for all inspections. To schedule an appointment for re-inspection, or for further information, please contact Building Department at (734) 374-6550.

Step 3 – Fire Marshal Division: Fire Inspection

Please contact either the Fire Department or the Fire Marshal (734) 374-1355 to schedule an appointment for a fire inspection. This appointment cannot be scheduled through the Building Department.

Step 4 – Building Department: After successful completion of all inspections, you will be issued an Outdoor Dining / Seating Permit.

IT IS YOUR RESPONSIBILITY TO CALL FOR ALL FINAL INSPECTIONS.

THE USE IS NOT TO COMMENCE UNTIL YOU ARE ISSUED A FINAL PERMIT

Applications may be mailed in to:
Applications may be dropped off at City Hall between
the hours of 9:00 A.M. – 5:00 P.M.

**City of Taylor
Building Department
23555 Goddard Road
Taylor, MI 48180**

Questions regarding your application: (734) 374-6550