



500 West Big Beaver Rd.
Troy, MI 48084-5254
www.troymi.gov/fire

Occupancy Permit Application
Fire Prevention Division
P: 248.524.3419

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. The permit application shall be filed with the Fire Department prior to occupancy. A \$90.00 application fee shall be paid prior to the permit being issued. Applicants will be sent an invoice via the email listed on the application. 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: _____

Applicant email: _____

Type of occupancy / business: _____

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

Description of business operations and materials: _____

Check all that apply to building:

Knox Box

Fire Alarm System

Building Fire Sprinkler System

Please include the following with application:

HMIS

Floor Plan

I hereby acknowledge that I have read this permit application and that the information provided 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 is non-refundable and therefore will not be returned if the permit is denied

Applicant signature: _____ Date: _____

Submit plans to: fireplans@troymi.gov