



**MINOR TENANT ALTERATIONS/  
SPECIAL INSPECTIONS  
CITY OF NOVI  
Community Development Department  
(248) 347-0415**

**(Involving only painting, wallpapering, portable partitions, or fixturing)**

Two (2) sets of Floor Plans shall be submitted showing dimensions and the following criteria:

1. Business owner to submit a letter clearly describing the nature of his/her business. The Building Department Plan Examiner will determine if this is only a Minor Tenant Alteration. If you are unsure of compliance with zoning, check with the Planning Department at (248) 347-0475. If you will be changing the façade of the building please discuss with the Planning Department (i.e. painting exterior walls and/or installing new openings).
2. Occupant Load
3. Square Footage
4. Fixturing - Indicate distances behind counters, access widths, and aisle/passageway widths.
5. Provide documentation of flame-spread ratings for interior finish materials (walls, ceilings, and floors) at or before final inspection.
6. Contact Fire Department at (248) 349-1724 for type and location of fire extinguishers.
7. After a Certificate of Occupancy is issued then Business Registration must be obtained from the Clerks Department.
8. Provide a business name and address. Place on front and rear doors. See Ordinance Section 31-57 "Display of numbers" for size limitations.
9. For a sign permit, contact Alan Amolsch in Neighborhood Services at (248) 347-0436.

Please note – the Building Inspector will require a final inspection and may require mechanical, plumbing, electrical, and/or fire inspections if necessary.