



**CHANGE OF OCCUPANT /  
BUILDING USE APPLICATION**

7275 West Main Street, Kalamazoo MI 49009  
 Phone: (269) 585-4150  
 Email: [info@swmiba.org](mailto:info@swmiba.org)  
 Web: [www.SWMIBA.org](http://www.SWMIBA.org)

This form must be completed when a change of occupant or change in use occurs for a commercial building.

Name of Owner / Agent		Phone Number of Owner / Agent	
Name of Current or Past Occupant		Name of Future Occupant	
Property Location (Street Number & Street Name)		Name of City, Township, or Village	Zip Code
Building Construction Type	Current Occupant Use Group	Proposed Occupant Use Group	Zoning Classification
Is the building currently equipped with a Fire Alarm System? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the building currently equipped with a Fire Suppression System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe any proposed alterations to the current structure or INTERIOR layout:			
Describe any proposed alterations to the current SITE layout:			
Describe the nature of the future use type:			

Please provide a to-scale plan with current and future interior layouts / dimensions, as well as current and future site layouts / dimensions. Information to be supplied by the applicant. It may be necessary to consult with a registered design professional.

This application will be reviewed by the building official and the township zoning administrator. You will be notified if further plan review, site modifications to accommodate the change in use, or permits are required. The review is based solely on the information provided by the applicant on this form. Further review may be required. Inspection may be required by the Building Official, Fire Marshall, or both. You are encouraged to contact your township and SMBA separately to discuss the details of your submission.

By signing below, I assert that I am legally authorized to provide the information herein (either as the property owner or an authorized agent of the same). I assert that the information is correct to the best of my knowledge.

Signature

Date