



Honoring The Past. Building The Future.

Tenant Occupancy Application

Project Name: _____ Address: _____ Space #: _____ Zoning: _____ Sidwell Number(s): _____ Square Footage : _____	<u>City Use Only</u> PTOI #: _____ Address: _____ Date Received: _____ Fees Paid: _____
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Tenant Occupancy Permit – No Construction

A \$576.00 fee is due at time of application. (\$310.00 Application Fee and \$266.00 Permit Fee)

Applicant	Name: _____ Signature: _____ Business Name and Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Alt. Phone Number(s): _____
Property Owner(s)	Business Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ <i>(Provide additional sheet if necessary for multiple property owners)</i>
City Use Only Calculations and Stipulations	<div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> Plan Review Fee: _____ Imaging Fee: _____ Approved by: _____ Date: _____ </div>



Please contact the City of Auburn Hills Community Development Department,
 1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-364-6900 Fax: 248-364-6939
 Home Page Address: <http://www.auburnhills.org>

TENANT OCCUPANCY APPLICATION (cont.)

Proposed Use: _____ Prior Use: _____

Total Area: _____

Total Square Footage _____ sq. ft.

Use Group: _____

Const. Type: _____

Occupant Load: _____

Separated Non-Separated Mixed Use

Fire Suppression/Sprinkled? Yes No Full System Limited System

The following information is to verify that the proposed business is conducive to the zoning district. Also, TWO copies of the floor plan to scale must be submitted to our office with the application.

On your own letterhead please submit a *very detailed* tenant usage letter indicating the description of your business and the overall capacity. Also answer the following items:

Name of Business: _____ Phone: _____

Percentage of usage i.e.: _____ % office _____ % warehouse _____ % Other - Please Specify _____

Any proposed overnight outside storage on site, i.e.: business trucks, cars, etc. **MUST** indicate if no outside storage will be utilized.

Number of employees: _____

Have you checked the zoning ordinance to determine if your business requires a Special Land Use permit also? Y __ N __
If yes, please apply for Special Land Use permit.

Any other pertinent information: _____

Must complete all hazardous material forms attached.

Tenant Signature: _____ Date: _____

**CITY OF AUBURN HILLS
HAZARDOUS MATERIAL DISCLOSURE ORDINANCE
FORM B: PERMIT APPLICATION NEW BUSINESS**

This information is required by the City of Auburn Hills Hazardous Materials Disclosure Ordinance and may be used in the event of a fire or emergency. Please be as accurate as possible and print or type all responses. If you have questions or need assistance with filling out this application form, please call the Fire Marshal at 248-370-9461. Email form to phassett@auburnhills.org, or fax to 248.370.9358.

Legal Business Name: _____

Nature of Business: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Site Address: _____

Mailing Address (If other than site address): _____

Property Owner Name: _____ Phone: _____ (24 hr.) _____

Emergency Spill/Clean-Up Contractor: Name: _____ Phone (24 hr.) _____

Facility Contacts (All future correspondence will be mailed to the Primary Contact):

Primary Contact Name: _____ Phone: (Day) _____ ext: _____

(24 hr.) _____ email: _____

Alternate Contact Name: _____ Phone: (Day) _____ ext: _____

(24 hr.) _____ email: _____

For the purposes of reporting compliance and update of all records, please complete the following checklist to ensure that you have completed all required chemical reporting elements:

- _____ Completed Application (Page 1)
- _____ Completed Hazardous Materials Survey Form (Pages 2-4)
- _____ Attach an accurate Site Plan showing location of chemicals
- _____ If applicable, Hazardous Material Management Plan (HMMP)

I declare that the information on this status sheet and attachment are true and accurate to the best of my knowledge.

Signature

Printed Name

Title

Date

City of Auburn Hills Hazardous Materials Survey Form

Information:

This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. The City of Auburn Hills Fire Department is required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P. A. 154 of 1974, as amended, and the 2000 International Fire Code, as amended. Completion of this form is required per the City of Auburn Hills Hazardous Material Disclosure Ordinance.

Instructions:

Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (example: both a Class 3 flammable and a Class 6 poison), see definitions. Each chemical group listed in this survey includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

(Note: You must complete each line with the amount. Do not just indicate whether you have any. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" box.)

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Marshal. In addition, a revised survey will be requested by the City annually. This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right-to-Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

This site is: (please circle one)

Chemical User - (Chemicals used in activities on site)

Chemical Producer - (Chemicals manufactured at this site, includes packaging)

Other - Circle this box if chemicals are stored on site, but not used or produced. Please Specify (Examples: service station, retail store, storage facility)

Date Completed: _____

Name of Premises: _____

Site Address: _____

Site Telephone: _____

Emergency Contacts: (Include Private Alarm/Security Companies)

Name/Title

Business Telephone

Home Number

AUBURN HILLS CHEMICAL SURVEY FORM

Chemical Type	Specified Quantity	Max. Quantity on Hand	Container Type & Volume	Max. Storage Height
Explosives & Blasting Agents	Any Quantity			
Consumer Fireworks	125 pounds			
Highly Toxic Gas	Any Quantity			
Toxic Gas	Any Quantity			
Highly Toxic Liquid or Solid	500 pounds			
Toxic Liquid or Solid	500 pounds			
Flammable Gas	100 gal. water cap.			
Non-Flammable Gas	100 gal. water cap.			
Flammable Liquid	1000 gallons			
Combination Flammable Liquid	1000 gallons			
Combustible Liquid	10000 gallons			
Flammable Solid	100 pounds			
Cryogenic Flammable	45 gallons			
Pyrophoric/Spontaneously Combustible Material	100 pounds			
Oxidizer	500 pounds			
Oxidizing Gas	1500 cubic feet or 15 gallons liquified			

AUBURN HILLS CHEMICAL SURVEY FORM

Chemical Type	Specified Quantity	Max. Quantity on Hand	Container Type & Volume	Max. Storage Height
Cryogenic Oxidizing	45 gallons			
Irritating Material, Liquid	1000 gallons			
Irritating Material, Solid	500 pounds			
Corrosives, Liquid	1000 gallons			
Corrosives, Solid	500 pounds			
Unstable, Reactive	Any Quantity			
Water Reactive	Any Quantity			
Radioactive Material	Any Quantity			
Organic Peroxide	250 pounds			
Known Human Carcinogen	Any Quantity			
Combustible Fiber	100 pounds loose or 1000 pounds baled			
Additional Comments:				

FORM EXPLANATION:

The two page chemical survey form is designed so that the City can comply with MIOSHA requirements and ensure that all applicable codes are met prior to issuing certificates of occupancy. The form is divided into five columns;

1. **Chemical Type:** This column classifies chemicals by the hazard that they present. Definitions of each chemical classification are below.

2. **Specified Quantity:** This column indicates threshold quantities for hazardous materials as specified by MIOSHA, or the Michigan Building Code. Threshold quantities are used to determine what hazard class a given building falls into and what permitting requirements that business must comply with.

SMALL QUANTITIES of cleaning supplies or similar materials such as paint or pest sprays are not reportable as long as they are kept in their original containers which do not exceed 1 gallon in capacity and are used for general cleaning and maintenance purposes, and not for retail sale. For example, the contents of a janitor's cart would not be reported, but cleaning chemicals offered for retail sale would have to be reported even though their containers have a capacity of less than 1 gallon.

3. **Max. Quantity On Hand:** For each class of hazardous chemical, specify the maximum quantity or peak inventory of that chemical class that will ever be on site at one time. If you do not have a particular type of chemical; please indicate "None" or "N/A" in this column.

4. **Container Type & Volume:** Specify what types of containers are used for storage of chemicals and how much material those containers can hold. If you have multiple types of containers, please use the Additional Comments portion of the form and clearly indicate which chemicals are stored in which containers. Please note that some compressed gasses are measured in cubic feet and some must be measured by water capacity in gallons. The Fire Department exempts small quantities of compressed gas cylinders used to fuel fork-lifts, please list the number of fork-lift cylinders in the additional comments section and note how much flammable gas is stored in those cylinders. Container examples: 55 gallon drums, Type B gas cylinder.

5. **Max. Storage Height:** Indicate the maximum height, expressed in feet and inches, at which the chemical will be stored. For shelving or racks, this is measured from the floor to the TOP of the topmost container on the highest shelf or rack (not just to the height of the top shelf). For materials stored in piles, it is measured from the floor to the TOP of the pile.

MATERIAL DEFINITIONS:

- **Explosives and Blasting Agents:** Does not include Class C explosives. "Explosive" means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected sudden shock, pressure, or high temperature. "Blasting Agent" means a material designed for blasting. It must be so insensitive that there is very little probability of 1) accidental explosion, or 2) going from burning to detonation.
- **Consumer Fireworks:** Class 1.3G (formerly Class C, Common Fireworks) fireworks which are small devices containing restricted amounts of pyrotechnic composition designed primarily to produce visible or audible effects by combustion.
- **Highly Toxic Materials (gas, liquid or solid):** A chemical that has a median lethal dose of 1) 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing

between 200 and 300 grams each, or 2) 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, or 3) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less) to albino rats weighing between 200 and 300 grams each.

- **Toxic Materials (gas, liquid, or solid):** A chemical that has a median lethal dose of more than 1) 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each, or 2) 200 milligrams or less per kilogram, but not more than 1000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, or 3) 200 parts per million but not more than 2000 parts per million in air by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less) to albino rats weighing between 200 and 300 grams each.
- **Flammable Gas:** A gas that can burn with the evolution of heat and flame. Flammable compressed gas is any compressed gas of which; 1) a mixture of 13 percent or less (by volume) with air is flammable, or 2) the flammable range with air is under 12 percent.
- **Non-Flammable Gas:** Any compressed gas other than a flammable compressed gas.
- **Flammable Liquid:** Any liquid having a flashpoint below 100 degrees F (38 degrees C), except any mixture having components with flashpoints of 100 degrees F or higher, the total of which makes up 99 percent or more of the total volume of the mixture.
- **Combination Flammable Liquid:** A combination or mixture of liquids with a flash point below 100 degrees F (38 degrees C).
- **Combustible Liquid:** A liquid having a flash point at or above 100 degrees F (38 degrees C). The category of combustible liquid does not include compressed gasses or cryogenic fluids.
- **Flammable Solid:** A solid, other than a blasting agent or explosive, that is capable of causing fire through friction, absorption, or moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212 degrees F (100 degrees C) or which burns so vigorously and persistently when ignited as to create a serious hazard. A chemical shall be considered a flammable solid as determined in accordance with the test method of CPSC16 CFR; Part 1500.44, if it ignites and burns with a self-sustained flame at a rate greater than 0.1 inch (2.5mm) per second along its major axis.
- **Cryogenic Flammable:** A fluid having a boiling point lower than -130 degrees F (-89.9 degrees C) at 14.7 PSI atmosphere that is flammable in its vapor state.
- **Pyrophoric/Spontaneously Combustible Material:** A substance which may undergo spontaneous heating or self-burning under normal transportation conditions or a chemical with an autoignition temperature at or below 130 degrees F (54 degrees C) in air.
- **Oxidizer:** A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gasses. Examples being: chlorate, permanganate, inorganic peroxide, or a nitrate that yields oxygen readily.
- **Oxidizing Gas:** A gas that can support and accelerate combustion of other materials.
- **Cryogenic Oxidizing:** A fluid having a boiling point lower than -130 degrees F (-89.9 degrees C) at 14.7 PSI atmosphere that readily yields oxygen or other oxidizing gas.
- **Irritating Material, Liquid and Solid:** A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

- **Corrosives, Liquid and Solid:** Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.
- **Unstable, Reactive:** A material, other than an explosive, which in the pure state or as commercially produced, will vigorously polymerize, decompose, condense or become self-reactive and undergo other violent chemical changes, including explosion, when exposed to heat, friction or shock, or in the absence of an inhibitor, or in the presence of contaminants, or in contact with incompatible materials.
- **Water Reactive:** A material, other than an explosive, which in the pure state or as commercially produced, will vigorously polymerize, decompose, condense or become self-reactive and undergo other violent chemical changes, including explosion, when exposed to water.
- **Radioactive Material (Yellow 111 Label):** Any material, or combination of materials, that spontaneously gives off ionizing radiation.
- **Organic Peroxide:** An organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
- **Known Human Carcinogen:** A chemical that 1) has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen, or 2) it is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP)(latest edition), or 3) it is regulated by OSHA as a carcinogen.
- **Combustible Fiber:** Readily ignitable and free-burning materials in a fibrous or shredded form, such as cocoa fiber, cloth, cotton, excelsior, hay, hemp, or similar materials.

FAILURE TO FILE CHEMICAL SURVEY FORM:

Businesses that fail to file a chemical survey form as required shall be reported to MIOSHA for enforcement action.

Reference Chart for Compressed Gas Cylinders:

Cylinder Size	Nominal Size	Water Capacity (gallons)	Volume (cubic feet*)	US DOT Specs
LB	2"X15"	0.12	0.016	3E1800
QT	3"X14"	0.24	0.0318	4B240ET
XL	14.5"X50"	28.54	3.83	4BA240
XG	15"X56"	33.38	4.46	4AA480
BL	7.25"X39"	4.15	0.55	3AL2216
B	8.5"X31"	4.55	0.61	3AA2015
SSB	8"X37"	4.99	0.67	3A1800
D	4"X8"	0.59	0.08	3AA2015
LP5	12.25"X18.25"	5.73	0.76	4BW240
AL	8"X53"	7.8	1.04	3AL2015
10S	4"X31"	2.19	0.13	3A1800
E	4"X26"	1.19	0.16	3AA2015
A	9"X56"	11.57	1.55	3AA2015
K	9.25"X60"	13.19	1.76	3AA2400
CL	6.9"X21"	1.56	0.21	3AL2216
XM	10"X49"	14.35	1.92	3A480
XP	10"X55"	14.72	1.98	4BA300
C	6"X24"	1.82	0.24	3AA2015
XF	12"X46"	16.09	2.15	8AL
*Volume in cubic feet at 70 degrees Fahrenheit (21 degrees Celcius) at one atmosphere pressure				