



# BUILDING DEPARTMENT

## CITY OF ROCHESTER HILLS

<b>Date:</b> 1/5/06	<b>Rev. Date:</b> 9/27/07	<b>Effective Date:</b> 1/5/06
<b>Policy:</b>		<b>Procedure:</b> X
<b>Title:</b> Ordinance Inspector Roadside Stand, Market and Christmas Tree Permit Procedure		
<b>Manual Name:</b> Ordinance	<b>Document Number:</b> 2.03	
<b>Written By:</b> Mark McLocklin/Bob White		

<b>Authorized Signature:</b> Scott A. Cope
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### Review and Inspection Procedure

1. Review submitted application - per checklist (Doc. # 1.04)
2. Applicant must submit written permission to use property
3. Applicant must meet all zoning ordinance requirements according to Section 138-1338 Roadside Stands and Markets and Christmas Tree Sales
4. If application is complete, the Ordinance Inspector will approve the permit and forward the package to the clerical area for contact
5. The applicant shall pay appropriate fee and bond according to fee schedule Section 54-46.
6. After the permit is issued, forward package to Ordinance Technician. The Ordinance Technician will insert the proper inspections in EQ.
7. The applicant must call in for inspection prior to opening for business
8. When field checking site, use checklist (Document # 1.05)
9. When permit expires, site must be restored to previous condition and a final inspection must be performed
10. If site is acceptable – ordinance inspector will authorize bond (if any) to be released
11. If site is not acceptable ordinance inspector will not release bond and will call applicant with items to be corrected