

GUIDE TO OPENING A BUSINESS IN THE CITY OF MONROE

Business proposing to CONSTRUCT A NEW BUILDING:

BEFORE A CERTIFICATE OF OCCUPANCY CAN BE APPLIED FOR, THE STRUCTURE OR ADDITION NEEDS TO GO THROUGH A SITE PLAN REVIEW. ONCE THE SITE PLAN HAS BEEN REVIEWED AND APPROVED, THEN THE CERTIFICATE OF OCCUPANCY CAN BE APPLIED FOR.

1. Apply for the Certificate of Occupancy in the Planning and Zoning Office.
 - a. If the building is located in an historic district, approval by the Heritage Preservation Commission is required before a Certificate of Occupancy and a building permit is issued.
 - b. If a new structure is proposed or there are any proposed additions to the existing structure, a building permit is required.
 - c. If the proposed new structure or additions do not meet the setback requirements, a variance may be applied for to the Board of Adjustment.
 - d. There may be some uses that require Conditional Use (Planning Commission).
 - e. The seventy-five (\$75.00) dollar application fee is then paid. (Business check, Cashier's Check/Money Order or exact cash.)
 - f. **A Drainage Impact Statement should have been submitted and approved for the Site Plan Review – copy needs to be given to the Planning & Zoning Office.**
2. Building Permits are applied for in the Inspections Office including for any Driveway and/or Culvert Permits.
3. After the final Inspections are completed by all the Inspectors (building, electrical, plumbing, fire and engineering (if applicable) and Planning & Zoning) the final Certificate of Occupancy is issued. A final CO will not be issued if a copy of the Drainage Impact Statement has not been received by the Planning and Zoning Office (if applicable) or if the landscaping and parking are not in place.
4. The applicant brings the final Certificate of Occupancy to the Tax and Revenue Office to obtain an occupational license.

Planning and Zoning
3901 Jackson Street
318-329-2430
(Certificate of Occupancy, zoning information, meeting dates and time)

Engineering
802 N 31st Street
318-329-2310
(Drainage, culvert information)

Inspectors
3901 Jackson Street
318-329-2214
(Building, electrical, plumbing, fire)

Taxation and Revenue
316 Breard Street
318-329-2279
(Occupational Licenses)

These procedures are generalized and may not cover all cases.