



City of Eastpointe Clerk's Office
 23200 Gratiot
 Eastpointe, MI 48021
 586-445-3661 x2202
www.cityofeastpointe.net

CLERK'S OFFICE USE ONLY	
<u>Approvals</u>	
<i>Building Dept.</i>	_____
<i>Fire Dept.</i>	_____
<i>Police Dept.</i>	_____
<i>Treasurer</i>	_____

BUSINESS LICENSE APPLICATION

In accordance with Eastpointe Codified Ordinances, Chapter 12; Article II, Licensing

Business License Instructions: License Fee \$ _____ + copy of business owner's driver's license

Building Inspection Fee - \$150.00 Fire Inspection Fee - \$75.00

- The application must be filled out in its entirety. The application will not be processed if incomplete.
- The application is the first step in the licensing process.
 - Fire Department Inspection – approval of fire/safety issues in the building. Contact #: 586-445-5056
 - Building Department Inspection – approval of code compliance. Contact #: 586-445-3661
 - Treasurer Department – verifies payment of all taxes
- **NO PERSON SHALL CONDUCT ANY BUSINESS WITHOUT FIRST OBTAINING A LICENSE.**

NOTE: All Building & Fire Department approvals must be received by the Clerk's Office **BEFORE** a license can be issued.
 All Personal Property taxes **MUST** be paid **BEFORE** a license is issued.

Name of Business: _____

Business Address: _____

Business Mailing Address: _____

Describe Type of Business: _____

Business Phone #: _____ Business E-mail: _____

Is this Business registered with Macomb County or State of Michigan? **YES** **NO** F.E.I.N. # _____

Property/Building Owner Information:

Name: _____

Address: _____

Phone Numbers: _____

Business Owner's Name: _____ Owner's Phone #: _____

** (If corporation or LLC please see comment below)

Complete Home Address: _____

Owner's Date of Birth: _____ Owner's Driver's License #: _____

Owner's Email: _____

Additional Business Owner:

Name of Additional Owner: _____ Phone #: _____

Complete Home Address: _____

Date of Birth: _____ Driver's License #: _____

Are there any mechanical/electronic amusement devices on the premises? (i.e. dart board, video, pinball game, etc.) YES NO
If YES, please list all devices on an additional sheet.

Distributor's Name and Address:

Are there any other coin-operated devices on the premises? (i.e. pop, juke box, candy/toy machine, pool table, etc.) YES NO
If YES, please list all devices on an additional sheet.

Vendor's Name and Address:

I, the undersigned, hereby apply for a license and agree to comply with all provisions of the City code of the City of Eastpointe and all applicable provisions of State Law. I hereby certify that all information provided is true, accurate and complete.

Print Name of Applicant: _____ **Applicant's Title:** _____

Applicant's Signature: _____ **Date:** _____

**** When a corporation or limited liability company (LLC) applies for a business license the person signing the application must submit documentation from corporation that he/she has the authority in their position to bind the company to the license.**

CLERK'S OFFICE USE ONLY

Previous Business

Previous Owner

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Type of Business _____

Out of Business/Out of Eastpointe as of: _____

BUILDING DEPARTMENT INFORMATION SHEET

****Applicant to provide layout of building floor plan, including room dimensions and square footage before initial inspection. ****

Description of Alterations to Existing Building: _____

Number of Employees: _____ Total Occupancy: _____ Total Square Feet Occupied: _____

Number of Parking Spaces Provided: _____ Number of Parking Spaces Required: _____

Does the proposed use meet the zoning requirements? (Chapter 50)

Use: _____ Zoning District: _____ Permitted Use: _____

Hours of Operation: _____ Days of Operation: _____

The ordinance requires an inspection by the Building Department for code compliance, as well as an inspection by the Fire Department for fire/safety issues. During this inspection we will be verifying the following – this list is not all inclusive.

Building Department Use Only

Business Name: _____ Address: _____

Site Plan requirements

- Exterior Storage
- Parking requirements
- Parking lot condition/signs/stripping
Handicap spaces/signs/ramps
- Fences/gates/walls; If property is adjacent to residential, is there a masonry wall erected along property line?
(Required per Sec. 50-205)
- Condition of Building Walls/siding/paint
- Sign – existing? Code Compliant? (If it no longer meets sign ordinance, it must be removed upon new owner or new business)
- Are the street numbers visible from the road for each unit? (3 inch high minimum)
- Are the steps, decks, and landings in good condition and safe to use? How about the handrails and guardrail?
- Dumpster Location
- Glass/Glazing OK?

Interior of Building (**Applicant to provide layout of building floor plan, including room dimensions and square footage**)

- Fire Stopping
- Fire Extinguishers
- Emergency Lights
- Exit Lights
- Code enforcement violations
- Test of fire suppression system
- Restroom facilities – handicap? Does the number and combination meet code requirements?
- Change in Building Use Group? May necessitate Building Code review.
- New construction proposed? Built-out without permit?
- Unobstructed means of egress from interior to public way shall be maintained at all times.
- Egress doors shall be releasable from inside without the use of a key. No deadbolts.

Building Department: _____ Approval _____ Denial _____

Date _____ Building Official _____

**INFORMATION REQUIRED
POLICE & FIRE DEPARTMENTS**

BUSINESS INFORMATION

DATE _____

BUSINESS ADDRESS _____

BUSINESS NAME _____

BUSINESS PHONE _____ TYPE OF BUSINESS _____

OWNERS NAME _____ PHONE _____

ADDRESS _____

EMAIL ADDRESS _____

BUILDING INFORMATION

BUILDING OWNER NAME _____

BUILDING OWNER ADDRESS _____

BUILDING OWNER PHONE _____

Windows North _____ South _____ East _____ West _____ Skylight _____

Doors North _____ South _____ East _____ West _____ Skylight _____

UTILITY SHUT OFF LOCATIONS

Gas: _____ Water: _____ Electric: _____

IN CASE OF EMERGENCY CALL

1. _____ STATUS _____ PHONE _____

2. _____ STATUS _____ PHONE _____

3. _____ STATUS _____ PHONE _____

Alarm System: Yes No Type/Name of Alarm Company _____

NORMAL BUSINESS HOURS _____

ALL INFORMATION WILL BE KEPT CONFIDENTIAL!



CITY of EASTPOINTE

DEPARTMENT OF FIRE & RESCUE
16370 NINE MILE ROAD
EASTPOINTE, MI 48021
EMERGENCY 911
BUSINESS (586) 445-5055
FAX (586) 445-5057

Dear Facility Owner/Operator:

Section 14i of the Michigan Occupational Safety and Health Act (MIOSHA), Act No. 154, P.A. of 1974, as amended, requires that each fire chief prepare and disseminate to each firefighter information on facilities within their jurisdiction that use or produce hazardous chemicals.

The Michigan Fire Prevention Code, Act No. 207, P.A. of 1941, as amended, requires that any firm handling hazardous chemicals provide information to the fire chief on request. This allows the fire department to gather information on each chemical so that the requirements of MIOSHA can be met.

To assist our department in fulfilling its responsibilities under MIOSHA, we are requesting that you complete the enclosed survey. **If your firm does not use or produce any hazardous chemicals (see attached definitions), you still need to complete the form.** This information can be beneficial to you and our firefighting personnel when responding to a fire or other emergency at your facility.

If the information you provide indicates that your firm is a user or producer of hazardous chemicals and the chemicals on site meet or exceed the specified quantities, we will be contacting you for further information. This may include material safety data sheets (MSDA); a listing of the hazardous chemicals by name, along with the greatest amount that may be located on site at one time; and the actual locations of the chemicals at your facility.

Please complete the survey and forward to Eastpointe Fire and Rescue, 16370 Nine Mile Rd., Eastpointe, MI 48021 within ten days. All surveys, including negative responses, will be kept on file for future use and to satisfy MIOSHA requirements. If there is a change concerning the use, production or quantity of hazardous chemicals at your firm in the future, please contact this department so that we may update our files.

If you have any questions, please contact the Fire Marshal at (586) 445-5056.

Thank you for your cooperation,

Brian Marquardt
Fire Marshal



HAZARDOUS CHEMICAL DEFINITIONS

CHEMICAL TYPE - DEFINITIONS

Poison gas - Extremely dangerous poisons, highly toxic poisonous gases or liquids – a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.

Poison - Less dangerous poisons, toxic – Substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.

Flammable gas - A gas that can burn with the evolution of heat and a 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 liquids having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 100 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.

Combustible liquid - Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 200 degrees F (93.3 degrees C), except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C), or higher, the total volume of which make up 99 percent or more of the volume of the mixture.

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.

Irritating material (liquid and solid) - A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

Explosives and blasting agents not including Class C (explosives) - "Explosive" means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. Blasting Agent: 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.

Radioactive material – (yellow 111 label) - Any material, or combination of materials, that spontaneously gives off ionizing radiation.

Flammable solid (dangerous when wet) - Water Reactive Material (Solid) – any solid substance (Including sludge's and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec. 171.8)

Flammable solid - A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.

Spontaneously combustible material - Spontaneously Combustible Material (Solid) – A solid substance (including sludges and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to 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 gases. Example being: chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.

Organic peroxide - Means 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.

Carcinogen - A chemical is considered to be a carcinogen if: (a) It has been evaluated by the International Agency for Research on Cancer (IARC), and found to be a carcinogen or potential carcinogen; or (b) 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, (c) It is regulated by OSHA as a carcinogen

Business Name _____ Address _____

Respond based on the maximum quantity you would have on-site, including storage, at any one time during the year.

Check 1 Box for Each Category

Chemical Type	Specified Quantity	Have at or above Specified Quantity	Have but below Specified Quantity	DO NOT HAVE
Class 1				
Explosives & Blasting Agents (Not including Class C Explosives)	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2				
Poison Gas	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Gas	100 gal. water capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonflammable Gas	100 gal. water capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3				
Flammable Liquid	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Liquid	10,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4				
Flammable Solid (Dangerous when wet)	100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable Solid	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spontaneously Combustible Material	100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 5				
Oxidizer	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organic Peroxide	250 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 6				
Poison	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irritating Material:				
Liquid	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 7				
Radioactive Material (Yellow III Label)	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 8				
Corrosives:				
Liquid	1,000 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid	500 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No DOT Category				
Known Human Carcinogen	Any quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please return with your completed business license application.

Chemical Survey

Information: This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P.A. 154 of 1974, as amended, and the Fire Prevention Code, P.A. 207 of 1974, as amended.

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 Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions. (**Note:** You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark the "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 Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but at least once every five years.

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.

This site is:

<input type="checkbox"/>	Chemical User - (Chemicals consumed in activities on site)
<input type="checkbox"/>	Chemical Producer - (Chemicals manufactured at this site, includes packaging)
<input type="checkbox"/>	Other - Mark this box if chemicals are stored on site, but not used or produced. Please specify (Examples: service station, retail store, storage facility)

I have read the requirements under Act 67, Section 5p, and have determined that my facility does not have hazardous materials and or chemicals in reportable quantities. I will also report any changes to your office at once.

Name _____ Date _____
Title _____
Facility Name _____
Facility Address _____
Facility Phone Number _____
Signature _____

Public Act 207 of 1941 (the Michigan Fire Prevention Code) was amended by Public Act 67 of 1986 by the addition of Section 5p, which reads as follows:

Sec.5p. (1) A person who is also an employer under the Michigan occupational safety and health act, Act No.154 of the Public Acts of 1974, being sections 408.1001 to 408.1094 of the Michigan Compiled Laws, shall provide the information described in this section upon written request by the chief of the organized fire department for the jurisdiction in which the person is located.

(2) A person subject to this section shall provide a copy of the list required to be developed by the standard incorporated by reference in section 14a of the Michigan occupational safety and health act and a material safety data sheet for each hazardous chemical identified on the list within 10 working days after receipt of the request.

(3) Except as otherwise provided in subsection (4), a person subject to this section shall provide a description of the quantity and location of any hazardous chemical specified by the chief of the organized fire department within 10 working days after the receipt of a written request made by the chief after review of the lists provided under subsection (2). Upon request, the chief of the organized fire department may extend the period for providing the information described in this subsection by an additional 5 working days. The information obtained by a chief of an organized fire department under this subsection may be made available to a public official, agency, or employee, but is exempt from disclosure under the freedom of information act, Act No.442 of the Public Acts of 1976, being section 15.231 to 15.246 of the Michigan Compiled Laws.

(4) The state fire marshal may promulgate rules to exempt from the application of subsection (3) de minimis and portable quantities of hazardous chemicals. A rule authorized by this subsection shall be promulgated pursuant to the administrative procedures act of 1969, Act No.306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

(5) A person subject to this section shall provide to the chief of the organized fire department a written update of the information required by this section when there is a significant change relating to fire hazards in the quantity, location, or presence of hazardous chemicals in the workplace.

(6) An ordinance, law, rule, regulation, policy, or practice of a city, township, village, county, governmental authority created by statute, or other political subdivision of the state shall not require that a person who is also an employer under the Michigan occupational safety and health act provide to a chief of an organized fire department information regarding hazardous chemicals in the workplace in any other manner or to any greater extent than is required by this section or rules authorized by this section.