



City Clerk Office Stamp

Business License Application

The City of Eastpointe's Business License Application is a multi-department application to accommodate new business requests.

Within this application, the proposed new business owner can receive approval from five different departments: Planning Department; Building Department; Fire Marshal; Treasury; and City Clerk. **No business activity may occur on site until final approval of the Business License and completed inspections by Building and Fire.**

Please fill out the required application and pay the associated fees: business license \$31; \$__ (additional fee based on business license type); building inspection \$150; fire inspections \$75. See Fee Schedule posted online for more information. For questions, see contact information below:

Department	Phone Number	E-mail
Clerk	586-445-3661 ext. 2202	hross@eastpointecity.org
Planning	586-445-3661 ext. 2241	planningandzoning@eastpointecity.org
Building and Fire	586-445-3661 ext. 2214	jwimpy@eastpointecity.org
Economic Development	586-204-2299	imccain@eastpointecity.org

FOR OFFICE USE ONLY	
Planning Dept:	_____
Building Dept:	_____
Fire Dept:	_____
Treasurer:	_____

Business Information	
Name of Business	
Business Address	
Mailing Address	
Phone Number	E-mail
Business Type (list all activities that may occur)	
Number of Employees (largest shift)	Hours and Days of Operation
Is this Business registered with Macomb County or State of Michigan? Yes / No	
F.E.I.N. #	
Are there any mechanical/ electronic amusement devices on the premises? (i.e. dart board, video, pinball game, etc.) Yes / No Distributor's Name, Address, Phone Number:	
Are there any other coin-operated devices on the premises? (i.e. pop, juke box, candy/toy machine, pool table, etc.) Yes / No Distributor's Name, Address, Phone Number:	

Business Owner Information* (*If there is more than one Business Owner, use additional sheets)	
Name	
Address	
Phone	E-mail
Date of Birth	Driver's License #
Is the Business Owner the Property Owner? Yes / No	
If no, provide: Property Owner Name: _____ Phone Number: _____	
Property Owner Address:	

Property Information	
Acres	Usable Floor Area
Current use (what business occupied the building previously?)	
Proposed use (what type of business activity are you engaging in?)	
Total occupancy at one time	Number of off-street parking spaces provided
Description of any proposed change of occupancy or building alterations.	
Will construction be required? Yes / No	
Is there a dumpster enclosure on the property?	
Is there a masonry wall between commercial and residential property?	
Is there screening between parking lots, alleys, and public rights-of-way?	

Signature	
I hereby attest that the above information is true, accurate and complete. If any information provided is false or inaccurate, for example, if the use that I indicate is different than the use in practice, I acknowledge that the business will lose its business license immediately and must shut down. I am authorized to and grant permission to the City of Eastpointe to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I understand that all building, electrical, plumbing and fire codes must be met prior to occupancy. I agree to comply with all provisions of the City Code and State Law.	
Applicant Signature:	Date:
Print Name:	
Property Owner Signature:	Date:
Print Name:	

PLANNING AND BUILDING DEPARTMENT USE ONLY

Property Information	
List all parcel identification numbers	
Proposed Use	Zoning
Occupancy Classification per 2015 Michigan Building Code	Additional Planning and Zoning Approval Needs: <ul style="list-style-type: none"> • Certificate of Compliance Needed? • Special Land Use?
Number of Parking Spaces Provided: Required:	

CITY CLERK OFFICE USE ONLY

Previous Use / Business	
Previous Business Name	Name of Previous Owner
Address	Date Out of Business
Type of Business	Notes