

# 7 STEPS

## How to OPEN A BUSINESS IN EASTPOINTE

### 1 VERIFY ZONING

Please call the Eastpointe Building Department before you buy property or sign a lease to make sure the property's zoning allows you to use it the way you want to. Each zoning district allows different land uses either by right or through the special land use approval process. Both the Eastpointe Planning Commission and City Council must review and approve each special land use application.

### 2 APPLY FOR CERTIFICATE OF COMPLIANCE

Submit a complete re-occupancy application to the Building Department, with payment (non-refundable), for Certificate of Compliance application processing, site plan review, and inspection fees.

### 3 APPLY FOR BUSINESS LICENSE

Submit a complete business license application to the City Clerk's department, with payment, for your business license. Eastpointe requires that all operating businesses have a current business license. The City Clerk verifies each business passed its Building and Fire Department inspections and there are no delinquent personal or real property taxes.

### 4 ZONING REVIEW / SITE INSPECTION

The Building Department reviews the re-occupancy application for completeness and compliance with Zoning Ordinance requirements. An inspector from the Building and Fire Department visits the site to identify any maintenance requirements or potential code violations. The City then sends a zoning approval or denial and a list of corrective actions needed to fix maintenance deficiencies and all potential code violations. All code violations must be satisfactorily corrected prior to Certificate of Compliance issuance (Further detail in application).

### 5 APPLY FOR REQUIRED PERMITS

Apply for required Building Department permits for building interior or exterior modifications, site plan and parking lot changes, and new structure or building construction. You may be required to submit plans prepared by a licensed design professional. You can save time if you submit permit applications and fees on-line.

### 6 BUILDING INSPECTIONS

The contractor must schedule interior building inspections as required by codes for building permit work or corrective actions required by the Certificate of Compliance / business license applications. The City typically provides inspection results to the applicant within two (2) days.

### 7 APPROVAL AND ISSUANCE OF CERTIFICATE OF COMPLIANCE AND BUSINESS LICENSE.

The Building Department forwards a Certificate of Compliance to the City Clerk's office after they complete and approve all inspections and authorize final zoning and building permit approvals. The City Clerk's Office will issue the Business License upon completion of the process.



# CONTACT INFORMATION

## **CITY HALL**

23200 Gratiot Avenue  
Eastpointe, Michigan 48021  
(586) 445-3661

## **CLERK'S OFFICE**

(586) 445-3661 ext. 2202

## **BUILDING DEPARTMENT**

Mary Van Haaren  
Building Official and  
Director of Planning and Zoning  
(586) 445-3661 ext. 2208

## **FIRE DEPARTMENT**

Brian Marquadt  
Fire Marshal  
586-445-5055

Applications and additional information is available at:  
[www.cityofeastpointe.net](http://www.cityofeastpointe.net)

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STEPS

**City of Eastpointe  
Planning & Development**

586-445-3661

**Application for Certificate of Compliance**

Required for all new businesses

**1. Applicant Information**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Business email: \_\_\_\_\_ Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Business Owners Name \_\_\_\_\_

**2. Legal Owner of Property**

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

**3. Describe business activity**

Hours of operation \_\_\_\_\_ Number of Employees (largest shift) \_\_\_\_\_

If known, what business occupied building previously: \_\_\_\_\_

Is a license required to conduct this business? \_\_\_\_\_ Estimated date of opening business \_\_\_\_\_

Additional Information:

## 4. Building Site

Zoning District \_\_\_\_\_ Will construction be required ? \_\_\_\_\_

Is there a dumpster enclosure on the property? (see ordinance Sec. 50-236) \_\_\_\_\_

Is there a masonry wall between the commercial and residential property? (see ordinance Section 50-231) \_\_\_\_\_

Is there screening between parking lots, alleys and public rights-of-way? (see ordinance Section 50-234) \_\_\_\_\_

Size of building/space to be occupied \_\_\_\_\_ sq ft.

## 5. Include with Application

☐

Site plan of existing and proposed business.

☐

Floor plan of existing and proposed business

☐

Fee Required: set forth in fee schedule adopted by City Council (not refundable)

- When the building department has determined that all requirements of this application have been met, we will contact you to schedule an inspection.
- After the inspection you will receive a written report of the inspection results emailed to the address provided.
- Unless otherwise approved, failure to complete the repairs or changes set forth in the written report within 45 days will result in a cancellation of the application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print applicant name

\_\_\_\_\_  
Print Property Owner Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

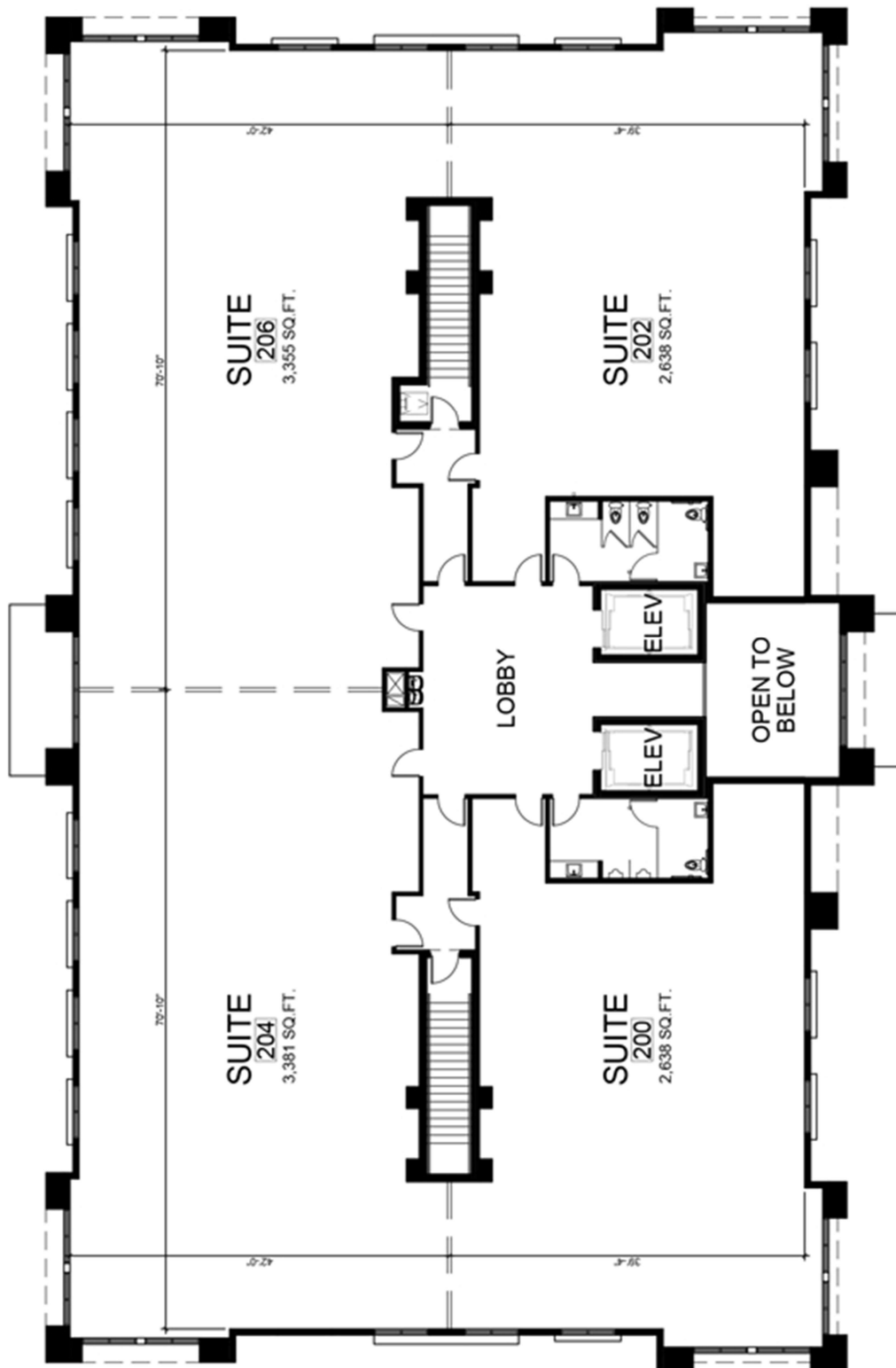
Every new business opening in Eastpointe is required to submit an application for zoning review and site inspection and include the site plan of the entire site and a floor plan of the existing building, showing proposed changes. The site plan must include the entire property, show the location of the building on the property, the parking spaces, entry doors to the building and any significant features. (see example of site plan). The floor plan must be drawn to scale, including all walls, doors, restrooms and the proposed use of each area. (see example of floor plan). This information is required to confirm that the proposed business meets zoning and site inspection requirements. If there is a proposed 'change in use' as defined by the building code, signed and sealed plans from an architect or engineer will be required. **The applicant is required to schedule a fire inspection by calling: 586-445-5055.**





## Sample Site Plan -

includes all features of the site and adjacent roads, property lines, landscape, parking, etc.



## Sample Floor Plan

– includes all  
existing and  
proposed walls,  
dimensions, use  
of rooms, etc.