

# HOW TO OPEN A NEW BUSINESS IN EASTPOINTE

**Welcome to the City of Eastpointe! The Gateway to Macomb County.** Starting a business can be both exciting and challenging. The City of Eastpointe is here to help and created this flowchart to assist you throughout the process.

Have questions? Flip the page over for our contact information.

**Need more information?**  
Scan this QR code for a thorough step-by-step checklist regarding how to open a business.



Come in, we're  
**OPEN**

## CONTACT INFORMATION AND RESOURCES

### GLOSSARY

**Business License:** License required by the local, state and/or federal government to conduct business.

**Certificate of Compliance:** A document issued by the local building department stating that the property is safe and suitable for occupancy.

**Permitted Uses:** An authorized use within a zoning district.

**Special Land Uses:** Uses that may be permitted within a zoning district subject to special conditions and standards.

**Site Plan:** A plan, to scale, showing uses and structures proposed for a parcel of land. It includes lot lines, streets, building sites, public open space, buildings, major landscape features—both natural and man-made—and, depending on requirements, the locations of proposed utility lines.

**Zoning:** A tool that most cities use to govern “uses” (e.g. residential, commercial, or industrial), the size of buildings, and how buildings relate to their surroundings—including neighboring buildings, open spaces and the street.

Step	Contact Info	Resources
1. Site Evaluation	Eastpointe Economic Development Department Ian McCain, Economic Development Manager (586) 204-2299 <a href="mailto:imccain@eastpointecity.org">imccain@eastpointecity.org</a>	<a href="#">Business Support Organization List</a> <a href="#">Eastpointe Roseville Chamber of Commerce</a> <a href="#">Macomb County Planning and Economic Development Department</a> <a href="#">Michigan Economic Development Corporation</a> <a href="#">Michigan Small Business Development Center</a> <a href="#">SCORE of Southeast Michigan</a>
2. Planning and Zoning Approvals	Eastpointe Planning & Zoning – McKenna <a href="mailto:planningandzoning@cityofeastpointe.org">planningandzoning@cityofeastpointe.org</a> (586) 204-3020 ext. 2241	<a href="#">Planning Department Website</a>
3. Business License Application	<a href="#">Eastpointe Clerk's Office</a> Heather Ross, Business License Clerk (586) 445-3661 x2202 <a href="mailto:hross@eastpointecity.org">hross@eastpointecity.org</a>	<a href="#">Business License Application</a>
4. Building Permits and Approvals	Eastpointe Building Department Jacquie Wimpy, Building Department Clerk (586) 445-3661 ext. 2214 <a href="mailto:jwimpy@eastpointecity.org">jwimpy@eastpointecity.org</a>	<a href="#">State of Michigan Building Code Forms &amp; Permits</a>
5. Business License Approval	See Step 3	
6. Open Your Business	See Step 1	
7. Annual Business License Renewal	See Step 3 and 4	