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.





Verify if site is located within an area that allows your business. STEP 2. **PLANNING & ZONING APPROVALS** Obtain approval from the Planning Department. STEP 3. **BUSINESS LICENSE APPLICATION** Apply for a Business License from the City Clerk. **BUILDING PERMITS & APPROVALS** Obtain a Certificate of Compliance from the Building Department. This includes applying for construction work permits and scheduling building, mechanical, plumbing, electrical and fire inspections. STEP 5. **BUSINESS LICENSE** Obtain a Business License from the City Clerk. Make sure to renew the license by June 30th and schedule the Business License inspection every 2 years.

SITE EVALUATION

OPEN YOUR BUSINESS!

ANNUAL BUSINESS LICENSE RENEWAL

> City of Eastpointe 23200 Gratiot Ave · Eastpointe, MI 48021 (586) 445-3661 <u>eastpointemi.gov</u>

CONTACT INFORMATION AND RESOURCES

Come in, we're

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



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