

# NEW BUSINESS CHECKLIST



## STEP 1. SITE EVALUATION

*Find a site suitable for your business.*

- a) Assess surrounding businesses and customers to see if the location meets your target market.
- b) Consider traffic patterns and parking supply.
- c) Understand local ordinances.
- d) Choose several locations and confirm with the Planning Department on site zoning (see Step 2).

## STEP 2. PLANNING & ZONING APPROVALS

*Obtain approval from the Planning Department.*

- a) Contact the Planning Department to verify if the property you selected is in the correct zone that allows for your business use.
- b) When you select a property, fill out and submit the Zoning Verification Application. Pay required fees. **Receive Zoning approval before continuing to any other step.**
- c) Determine if additional planning or zoning approval is required, such as a Special Land Use permit or Site Plan (see glossary). The Planning Department will inform you of all required processes.
- d) If required, apply for Site Plan approval and/or Special Land Use permit, pay associated fees, or skip to Step 3-a.
- e) If Site Plan review is required:
  - » Prepare preliminary sketch of site plan and schedule a Pre-Development meeting with the Planning Department. Bring your architect or engineer who is creating the site plan. If the project involves new construction, the City Engineer and Fire Marshall will be included.
  - » Prepare site plans based on Planning Department (and City Administration) feedback.
  - » Submit site plans to Planning Department.
- f) Make any required revisions to site plans.
- g) Attend scheduled Planning Commission Meeting.
- h) If a Special Land Use permit is required:
  - » Attend City Council Meeting.
  - » Make updates based on Planning Commission and City Council feedback. Receive final approval from Planning Department.

## STEP 3. BUSINESS LICENSE APPLICATION

*Apply for a Business License from the City Clerk.*

- a) Register your business name with the Macomb County Clerk if operating as sole proprietor. If not, establish an LLC with the State of Michigan via the Department of Licensing and Regulatory Affairs (LARA).
- b) Register your Tax ID with the State of Michigan.
- c) Register other state / county licensing as needed (e.g. child care license (state), liquor license (state), food service license county), vehicle dealer (state).
- d) Apply for a business license with the City Clerk and pay fee.

#### STEP 4.

### 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.*

- a) Submit Business License application to Building Department and pay required fee.
- b) Prepare and submit construction plans (if applicable).
- c) Send licensed contractor to apply for work permits and pay fees (if applicable).
- d) Schedule work permit inspections (mechanical, building, electrical, and plumbing).
- e) Perform revisions after inspections.
- f) Schedule final work permit inspections.
- g) Pass final work permit inspection.
- h) Pass Fire Marshal inspection.
- i) Pass Certificate of Compliance Inspection.
- j) Receive Certificate of Compliance.

#### STEP 5.

### BUSINESS LICENSE

*Obtain a Business License from the City Clerk. Renew the license by June 30th and schedule Business License inspection every two years.*

- a) After all other department and agency approvals are received, receive business license.
- b) Submit a Sign Application and pay required fee (if applicable).
- c) Open your business!
- d) Submit your annual business license renewal application and fee by June 30th.
- e) Schedule and receive a follow-up business license inspection within two years of obtaining a business license. The Building Department conducts inspections and may also include the Planning Department, City Engineer and Fire Marshal. Inspections are performed every two years.

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 – <i>McKenna</i> <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	

