

# Starting a Business in Eastpointe



Eastpointe-Roseville  
Chamber of Commerce



City of Eastpointe  
Economic Development  
Office

## Progress Through Cooperation

## Where Can I Get Help?

*Your first point of contact should be with the Eastpointe Chamber of Commerce or the Eastpointe Economic Development Office. Through a close working relationship between the Chamber and City Government, we can assist you through the process of establishing your business in Eastpointe and provide you with all the necessary information for successfully starting your climb on the ladder of success.*

### EASTPOINTE ECONOMIC DEVELOPMENT OFFICE

For assistance contact:

(586) 445-5016 x5

*\*Available properties database, Brownfield Redevelopment Authority, Façade Improvement Program, demographic information, City Department liaison, information on available financing programs, employment and training programs, networking with numerous business assistance organizations, federal, state and county contacts.*

### EASTPOINTE-ROSEVILLE CHAMBER OF COMMERCE

For assistance contact:

(586) 776-5520

*\*Client/customer referrals, networking opportunities, special events, technical assistance, group-rate health insurance, reference materials, membership directory and buyer's guide, newsletter, and more!*

## We Become Your Partners

Our relationship with you and your company continues even after the establishment of your business.

**Your success is our  
number one priority.**

Through a concerted retention program, we want to maintain regular contact with you. Through this contact we can help you foresee possible problems, find solutions to problems before they become unmanageable, and update you on new programs and services. This is also your opportunity to tell us how Eastpointe can become an even better place to do business.



**Your success is our primary  
concern. Let us show you how we  
can be of service.**



# Where Do I Start?

Before getting started, it is highly recommended that you speak with a representative from the Economic Development Office for guidance with the process. We are happy to assist you!



1) Download the City of Eastpointe's Business License Application. The website is:

[http://www.eastpointefyi.com/work\\_plan.php](http://www.eastpointefyi.com/work_plan.php)

The Eastpointe Clerk's Office will review your application for completeness. If you do not have access to the web, you can obtain an application from the Clerk's Office in City Hall. After completing the form return the application to the City Clerk's Office.



2) The City Clerk will forward your application to the necessary City Departments for their approvals.



3) Register your business with Macomb County at 586-469-5120.



4) Hold a Grand Opening Celebration (we can help with that, too!)

## CITY DEPARTMENT APPROVAL PROCESS

**Clerk's Office:** *(Required Visit)* Coordinates approvals among all City Departments and will issue business license. The office is located in Room 6 at City Hall, 23200 Gratiot. There is a fee for most business licenses.

**Building Department:** *(Required Visit)* Schedules a building inspection (\$50 fee). If deemed necessary, further plumbing, electrical and/or mechanical inspections will be scheduled (\$50 fee each). After correcting any violations, you will receive Department approval via Certificate of Occupancy.

*The following departments will also review your application. No scheduled appointment is necessary. The Clerk's Office will coordinate all necessary approvals.*

**Finance Department:** Will check for any delinquent City taxes. If taxes are current, will receive Departmental approval.

**Police Department:** Requests contact information in case of emergency, hours of operation and any alarm specifications for your building.

**Fire Department:** Requests same information as Police Department, as well as any information on hazardous materials associated with your company that may pose risk. A Fire Inspection is scheduled through the Building Department, at the same time a Building Inspection is made.

## Site Plan Review

Site Plan Review is the process of reviewing documents and drawings for proposed developments. A Site Plan must illustrate the layout of land and structures and demonstrate conformance with Zoning Ordinance requirements. The Site Plan allows for examination of both the on-site and off-site impacts from the proposed development. These impacts include ingress/egress, interior/exterior traffic flow, storm drainage, grading of land, landscaping, lighting and parking.

**Proposed businesses are required to submit a Site Plan and undergo a review process under the following circumstances:**

\*If the proposed business is a substantial change in use from the previous business at the same location. This determination is made by the Building Dept.

\*If the proposed business is planning any new exterior construction or structural alteration on buildings at the business location.

The application for Site Plan Review outlines the necessary items that must be included on Site Plans as part of this process. All Special Land Uses are required to submit a Site Plan. In most cases, where a Site Plan is required, review and approval is performed by the Planning Commission and City Council. Site Plan Review applications are available at the Building Department.

*Key Review Dates:*

Planning Commission, 1st Thursday of Month  
Zoning Board of Appeals, 3rd Thursday of Month

