



HOW TO OPEN A BUSINESS IN BERKLEY

Welcome! We are very excited that you have chosen charming Berkley for your home. We are here to help you succeed!

These steps are meant as a guide to help navigate the steps to opening your business, however, every project is different and some may take longer than others.

Before you purchase a property or sign a lease, we encourage you to review the Zoning and Use information at www.berkleymi.gov. You may also contact the Community Development Department or DDA Director with specific questions related to a property, scope of project, grants or other programs, etc.

This guide is not exclusive. Other steps may be required depending on the scope and scale of your project.

STEP 1

APPLY FOR A BUSINESS LICENSE

- a. Available online and can be submitted to the Community Development Department.
- b. Community Development Zoning Administrator will review for compliance with zoning, parking, and will advise applicant on any additional approvals that may be required for the project.

STEP 2

CITY COUNCIL / PLANNING COMMISSION / DDA BOARD APPROVALS

- a. Some property uses or proposed improvements may require approval from CC, PC, DDA, etc.
- b. Please note: the need for this step will be discussed after review of the Business License.

STEP 3

PROPOSED IMPROVEMENTS – APPLY FOR PERMITS

- a. Interior and exterior improvements may require building and trade permits. Permit applications, plans, and any supporting documents shall be submitted to the Community Development Department for review.
- b. Sign permits shall be submitted separately from the building permit review.

STEP 4

CONSTRUCTION INSPECTIONS

- a. All work completed under a building or trade permit must be inspected and approved by building and trade inspectors.

STEP 5

BUSINESS LICENSE INSPECTIONS

- a. Inspections by the Building Official and Fire Marshal conducted to ensure compliance with applicable codes.

STEP 6

BUSINESS LICENSE ISSUED

- a. After inspections have passed, the Community Development Department will issue a Business License.

STEP 7

WELCOME TO BERKLEY

- a. Please contact the Downtown Development Authority, Community Engagement Office, and Berkley Area Chamber of Commerce to promote your Grand Opening celebration!!