

# HOW TO OPEN A BUSINESS IN BERKLEY

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## APPLY FOR BUSINESS LICENSE

- Available online, submit to Community Development
- Zoning Administrator reviews for compliance with zoning, parking, and will advise on any additional improvements that may be required for the project

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## CITY COUNCIL/PLANNING COMMISSION/DDA BOARD APPROVALS

- Some property uses or proposed improvements may require approvals by CC, PC, DDA, etc
- The need for this step will be discussed after a review of the business license

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## WELCOME TO BERKLEY!

Please contact the Downtown Development Authority, Director of Communications, and Berkley Area Chamber of Commerce to promote your Grand Opening celebration!

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## PROPOSED IMPROVEMENTS: APPLY FOR PERMIT

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

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## BUSINESS LICENSE ISSUED

After inspections have passed, the Community Development department will issue a business license

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## BUSINESS LICENSE INSPECTIONS

Inspections by Building Official and Fire Marshall conducted to ensure compliance with applicable codes

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## CONSTRUCTION INSPECTIONS

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



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## Contact Info:

### **Zoning Administrator**

Kim Anderson  
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### **Downtown Development Authority (DDA)**

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### **Berkley Area Chamber of Commerce**

Darlene Rothman, Executive Director  
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P.O. Box 72-1253  
Berkley, MI 48072

### **Director of Communications**

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