



HOW TO OPEN A BUSINESS IN BERKLEY

1

APPLY FOR BUSINESS LICENSE

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

2

CITY COUNCIL / PLANNING COMMISSION / DDA BOARD APPROVALS

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

3

PROPOSED IMPROVEMENTS – APPLY FOR PERMITS

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

7

WELCOME TO BERKLEY!!

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

4

CONSTRUCTION INSPECTIONS

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

6

BUSINESS LICENSE ISSUED

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

5

BUSINESS LICENSE INSPECTIONS

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

CONTACT INFO:

Community Development Director

Erin Schlutow

eschlutow@berkleymich.net

248-658-3329

3338 Coolidge Hwy. Berkley, MI 48072

www.berkleymich.org/building

City Building Department

building@berkleymich.net

248-658-3320

3338 Coolidge Hwy. Berkley, MI 48072

www.berkleymich.org/building

Downtown Development Authority (DDA)

Jennifer Finney, Executive Director

director@downtownberkley.com

248-658-3353

3338 Coolidge Hwy. Berkley, MI 48072

www.downtownberkley.com

Berkley Chamber of Commerce

Darlene Rothman, Executive Director

248-414-9157

P.O. Box 72-1253 Berkley, MI 48072

www.berkleychamber.com

BERKLEY DDA
Retro Feel. Metro Appeal.

