



Building & Planning  
 3338 Coolidge Hwy  
 Berkley, MI 48072  
 248-658-3320  
 Fax: 248-658-3301  
 www.berkleymich.org

# CITY OF BERKLEY, MICHIGAN

## BUSINESS LICENSE APPLICATION

Business Owner: \_\_\_\_\_

Business Owner Drivers License Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Property Owner: \_\_\_\_\_ (if different from above)

Property Owner Address: \_\_\_\_\_

Property Owner Telephone : \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Kind of Business:      Wholesale                  Retail                  Office                  Other: \_\_\_\_\_

Merchandise/Description of Operation: \_\_\_\_\_

Number of Employees      \_\_\_\_\_                  Number of Parking Spaces \_\_\_\_\_

Square Footage of Building \_\_\_\_\_

References:

1. \_\_\_\_\_

2. \_\_\_\_\_

Name	Address	Telephone
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\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Planning Division

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Building Division

\_\_\_\_\_  
 Date Certificate of Occupancy Issued

\_\_\_\_\_  
 Code Enforcement Division

**Fees**

New Business	\$200.00
Transfer of License	\$100.00

\_\_\_\_\_  
 Fire Marshal

Office Use Only

Receipt Number _____	Date received _____	Amount _____
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Sidwell Number _____	Zoning _____	Occupancy Load _____
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Account Number 101-001-482-000

**Part 2: Application for a Business License**

I do hereby acknowledge that I have been informed of the following City Codes and Ordinances and that in so doing all questions have been answered so that I have availed myself of the opportunity of understanding the implication of said Codes and Ordinances:

1. **An application for a business license must be submitted with payment of the appropriate fee to the City of Berkley; application and payment of said fee does not constitute the right to occupy a commercial structure or conduct a business until receipt of an Occupancy Permit following an inspection of the premises by the City of Berkley and express approval to occupy same; a ten percent administrative review fee may be withheld if application is withdrawn or denied.**
2. That the Planning Division has approved and certified that the property in question is zoned for the proposed use.
3. That prior to occupancy and/or use, the Official has approved and certified to the Building Department that the property in question has complied with all applicable City Codes and Ordinances.
4. That upon the completion of an inspection, the applicant is responsible to contact the Building Department and secure from same, a list of all City Code and Ordinance violations.
5. That the applicant, upon compliance with the correction(s) of said City Codes and Ordinances, has the responsibility to contact and make appointment for the reinspection of said premises prior to the issuance of a Certificate of Occupancy and/or the occupancy and use of said premises in any manner.
6. That the applicant does herein acknowledge that no signage or advertising upon the premises shall be erected, installed, or otherwise permitted without the express approval of the City and with full knowledge that the violation of the Sign Ordinance will result in the issuance of a Court Appearance citation.
7. **That the applicant may occupy said premises and conduct a business therein only after receiving a signed and duly executed Certificate of Occupancy from the Building Official of the City.**

By my signature hereto, I acknowledge that I have read this document and have received a copy thereof.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Corporation/Company

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Witness: City of Berkley

\_\_\_\_\_  
Date



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## CHEMICAL SURVEY

**Information:** This survey is requested to determine the quantity of specific chemical groups used, produced or stored in your facility. Fire Chiefs are required to collect chemical data under the Michigan Occupational Safety and Health Act (MIOSHA), P. A. 154 of 1974, as amended, and the Fire Prevention Code, PA 207 of 1974, as amended.

**Instructions:** Indicate below whether your site uses or produces any of the chemical types listed. Check all the categories that apply when a chemical has more than one characteristic, (example: both a Class 3 flammable and a Class 6 poison), see definitions. Each chemical group listed in this survey, includes a specified quantity. Indicate the quantity category for each chemical group on your site. To complete this survey, you may need to reference material Safety Data Sheets, SARA Title III reporting forms, along with the attached definitions.

**(Note: You must complete each line. Do not leave blanks. If you do not use a chemical group listed, mark "DO NOT HAVE" box.)**

When substantial changes occur in the quantity or type of chemical use, manufacture or related storage, a revised survey must be submitted to the Fire Chief. In addition, a revised survey will be requested periodically as the Fire Chief determines necessary, but a least once every five years.

This survey may be followed-up with a request for more detailed information. This may include a request for Material Safety Data Sheets, chemical lists maintained under the Employee Right to Know provisions of MIOSHA and other information.

Please return this questionnaire as indicated in the attached cover letter.

**This site is:**

- Chemical User** – (Chemicals consumed in activities on site)
- Chemical producer** – (Chemicals manufactured at this site, includes Packaging)
- Other** – Mark this box if chemicals are stored on site, but not used or produced.  
Please specify (Examples: service station, retail store, storage facility).

\_\_\_\_\_

Date Completed: \_\_\_\_\_

Site Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Premises: \_\_\_\_\_

Site Telephone: \_\_\_\_\_

*Respond based on the maximum quantity you would have on-site,  
including storage, at any one time during the year*

<u>Chemical Type</u>	<u>Quantity</u>	Have at or Above Specified Quantity	Have, but Below Specified Quantity	DO NOT HAVE
<b>Class 1</b>				
Explosives & Blasting Agents (not including Class C Explosives)	Any Quantity			
<b>Class 2</b>				
Poison Gas	Any Quantity			
Flammable Gas	100 gal. water capacity			
Nonflammable Gas	100 gal. water capacity			
<b>Class 3</b>				
Flammable Liquid	1000 gal.			
Combustible Liquid	10000 gal.			
<b>Class 4</b>				
Flammable Solid (dangerous when wet)	100 lbs			
Flammable Solid	500 lbs.			
Spontaneously Combustible Material	100 lbs.			
<b>Class 5</b>				
Oxidizer	500 lbs			
Organic Peroxide	250 lbs.			
<b>Class 6</b>				
Poison	500 lbs			
Irritating Material:				
Liquid	1000 gal			
Solid	500 lbs.			
<b>Class 7</b>				
Radioactive Material (Yellow III Label)	Any Quantity			
<b>Class 8</b>				
Corrosives:				
Liquid	1000 gal.			
Solid	500 gal.			
<b>No DOT Category</b>				
Known Human Carcinogen	Any Quantity			



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## CHEMICAL SURVEY

### HAZARDOUS CHEMICAL DEFINITIONS

CHEMICAL TYPE	DEFINITIONS
POISON GAS	Extremely dangerous poisons, highly toxic poisonous gases or liquids – a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.
POISON	Less dangerous poisons, toxic – Substances, liquid or solids (including pastes and semi-solids) so toxic to man that they are a hazard to health during transportation.
FLAMMABLE GAS	A gas that can burn with the evolution of heat and a flame. Flammable compressed gas is any compressed gas of which: (1) a mixture of 13 percent or less (by volume) with air is flammable, or (2) the flammable range with air is under 12 percent.
NON FLAMMABLE GAS	Any compressed gas other than a flammable compressed gas.
FLAMMABLE LIQUID	Any liquids having a flashpoint below 100 degrees F (37.8 degrees C), except any mixture having components with flashpoints of 200 degrees F (37.8 degrees C) or higher, the total of which makes up 99 percent or more of the total volume of the mixture.
COMBUSTIBLE LIQUID	Any liquid having a flashpoint at or above 100 degrees F (37.8 degrees C), but below 200 degrees F (93.3 degrees C), except any mixture having components with flashpoints of 200 degrees F (93.3 degrees C), or higher, the total volume of which rake up 99 percent or more of the volume of the mixture.
CORROSIVES-LIQUID AND SOLID	Any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.

IRRITATING MATERIAL - LIQUID AND SOLID	A liquid or solid substance which, upon contact with fire or air, gives off dangerous or intensely irritating fumes.
EXPLOSIVES AND BLASTING AGENT (not including Class C Explosives)	“Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature. Blasting Agent: A material designed for blasting. It must be so insensitive that there is very little probability of (1) accidental explosion or (2) going from burning to detonation.
RADIOACTIVE MATERIAL (yellow 111 label)	Any material, or combination of materials, that spontaneously gives off ionizing radiation.
FLAMMABLE SOLID (Dangerous when wet)	Water Reactive Material (Solid) – Any solid substance (including sludges and pastes) which react with water by igniting or giving off dangerous quantities of flammable or toxic gases. (Sec. 171.8)
FLAMMABLE SOLID	A solid, other than a blasting agent, or explosive, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.
SPONTANEOUSLY COMBUSTIBLE MATERIAL	Spontaneously Combustible Material (Solid) – A solid substance (including sludges and pastes) which may undergo spontaneous heating or self-burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.
OXIDIZER	A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Example being chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily.
ORGANIC PEROXIDE	Means an organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
CARCINOGEN	A chemical is considered to be a carcinogen if: (a) It has been evaluated by the International Agency for Research on Cancer (IARC), and found to be a carcinogen or potential carcinogen; or (b) It is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology program (NTP) (latest edition); or, (c) It is regulated by OSHA as a carcinogen.

**BERKLEY PUBLIC SAFETY DEPARTMENT  
Fire Marshal Division**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Owner/Manager: \_\_\_\_\_

**Emergency Contact People: (We will contact closest person first, unless otherwise indicated)**

	Name/Title	Phone(s)	City
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Building Owner: If not listed above: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

**Fire Protection Features/Building Construction:**

**Is building equipped with: (Circle "Y" or "N")**

**Building Construction**

Sprinkler system	Exterior roof material: _____
Automatic fire alarm	Roof deck material: _____
Fire suppression systems (other than sprinkler)	Basement in building: _____
Fire walls and doors	Interior wall material: _____
Fire extinguisher(s)	Exterior wall material: _____
Security (burglar alarm)	Floor construction: _____

Alarm Company: \_\_\_\_\_

Alarm Company Phone: \_\_\_\_\_