



Building & Planning  
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 Berkley, MI 48072  
 248-658-3320  
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 www.berkleymich.org

## CITY OF BERKLEY, MICHIGAN OWNER OCCUPIED BUSINESS APPLICATION

PROPERTY INFORMATION	
Business Name:	Address:
Business Telephone:	Number of Units:

OWNER INFORMATION		
Name:	Driver's License Number:	
Address:	Day Phone:	
City, State, ZIP:	Date of Birth:	Evening Phone:

AGENT INFORMATION (if applicable)		
Name:	Day Phone:	
Address:	City, State, ZIP:	Evening Phone:

BIENNIAL FEES		
Inspection Fee: \$180	Registration Fee: \$60	Total Fee: \$240

Berkley City Code requires that you schedule an inspection within 60 days of this registration. Berkley City Code requires that all owner occupied commercial properties must be registered and inspected on a biennial basis. Your inspection fee covers 2 inspections. If additional inspections are needed, a reinspection fee of \$30 will be required. Any violations noted during a City inspection must be corrected in a timely manner. **Failure to schedule inspections or make timely repairs will not extend the license period.** Failure to register, schedule inspections, or make repairs is a civil infraction and is punishable by fines at the 44<sup>th</sup> District Court.

If the property has been sold, you must supply this department with a copy of the recorded land contract or deed to have your name removed from our records.

I have read and understand the requirements of Berkley City Code regarding owner occupied commercial property.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner  or Agent  (please check one)

Please Print Name Signed: \_\_\_\_\_

**Refund Policy:** If an owner occupied license is cancelled prior to inspections being completed and within 60 days of registering the property, the City will refund the owner \$180. If inspections have been completed, no refund will be given.

Office Use Only		
Fee Paid:	Date Received:	Date Issued:
Receipt Number:		Expiration: