



3338 Coolidge  
 Berkley, Michigan 48072  
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[www.berkleymich.org](http://www.berkleymich.org)

## OWNER OCCUPIED BUSINESS APPLICATION

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

OWNER INFORMATION		
Name:	Email:	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 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: \_\_\_\_\_

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