



**Opening a New Business
in
Riverview**

New Business Welcome to the City of Riverview

The City of Riverview would like to thank you for considering our city to locate your business. We are certain that you will find Riverview has everything you are looking for to operate a profitable and prosperous business. The following is a brief guide to the process of opening a business in Riverview. Your questions will be answered and contacts will be provided to smooth the process for you in your transition.

The Process

1. Verify the Zoning requirements
2. Apply for your Business License
3. Receive approval from the City Inspectors
4. Obtain your Certificate of Occupancy

To make your move to Riverview as convenient as possible, we highly recommend that you begin by visiting the City Offices and meet with our Community Development Director. The process usually will go quickly and without complication. To help resolve issues, speaking with the Building Department first will help avoid surprises as the process proceeds. We are very interested in attracting new businesses to Riverview, and we will do our best to accommodate your needs.

Applying for your Business License

Your first step is to obtain a Business License Application at the City Clerk's Office. This will get the process going and put you in contact with the appropriate departments. Before completing your application, you should know the square footage of the building or space you will lease, the number of employees you expect to have (and grow to) and the number of off-street parking spaces available to your location. Once you have obtained a Zoning Certificate from the Building Department you then submit your application to the City Clerk. There is a First Time Application Fee of \$35, and the License Fee depending on your type of business. We strongly recommend that you verify usage and zoning suitability of your site, then apply for your Business License before signing any leases or long-term agreements.

Verify Zoning Requirements

Verify with the Community Development Department that the site you have chosen will properly accommodate your business as there are specific zoning districts for specific types of businesses. It is

recommended that you consider your parking requirements when choosing a location (i.e. on-street parking in front of building is for everyone's use). The Community Development Director will be pleased to answer questions to clarify this and other zoning issues. He approves the business license application and forwards it to the Building Official to continue the process. Variances from the City Code will need formal approval from the **Zoning Board of Appeals**.

City Inspections

Total City Inspection Fees are \$550 with a \$25 Background Investigation Fee for each Owner/Manager. Once you have determined that your site will accommodate your business, the City Building Official and Fire Marshal (Inspection fees per type of business) (See Departmental Fee Schedule/Fire Department) will work with you to see that the building is up to the Building Maintenance Code. Changes to the interior of the building can be approved by the Building Official; however, if you plan to alter the physical 'footprint' of the building, you will need to get approval from the **Planning Commission**. If any changes need to be made, approval will be required by the Building Official and Fire Marshal, especially in instances where an older building needs to be modified with regard to **Barrier Free Requirements**. The City Building Official will inform you of what modifications will be required.

Your grounds as well as your building must also be '**Up to Code**.' Common issues businesses face regarding their property is compliance with the **Sign Ordinance**. Please obtain a copy of the sign ordinance or the sign summary when you apply for your business license. A Code Enforcement Officer will also visit the site and give his approval or inform you of any changes that need to be made.

Receiving your Certificate of Occupancy

The city will approve your Certificate of Occupancy once the building and grounds have been approved through a final inspection.

The above is an overview of the process all businesses go through when getting started. Sometimes, however, a business doesn't quite 'fit' properly with the City Code. Depending upon the ordinance requirements and what the business wishes to do, there are four possible reviews and approvals that may be required before you are issued your Certificate of Occupancy. These are:

1. A variance from the Zoning Board of Appeals
2. A Site Plan Review
3. A Special Use approval
4. A Rezoning

The Community Development Director will let you know if any of these reviews will be necessary and answer any questions you might have. If you feel they might apply to you, the following gives additional details on how each of these reviews takes place.

How to Untangle the Red Tape

Rezoning

For businesses that wish to develop a property that is not zoned to accommodate their business, it will be necessary for the business owner to make their proposal to the Planning Commission. The Community Development Department will inform you if it is necessary.

The Process:

- 1) The Planning Commission holds a public hearing regarding the rezoning, where opinions of interested parties are heard and then makes a recommendation to the City Council for a final decision.
(A rezoning affects the City's ordinance (the current zoning map). The City cannot only consider the business specifically being proposed; it also considers all of the other uses that could be permitted as 'of right' if the rezoning is adopted, the current development pattern, and the City's Master Plan.)
- 2) Discuss rezoning property with the Community Development Department who could assist you in locating an available properly zoned property.

Site Plan Review (Planning Commission)

A business wishing to add onto the building, change the facade, or add parking must apply for a **Site Plan Review**. There is a fee of \$300 for façade changes and for all other improvements. Advance notice of 30 days is required. Again, we **strongly recommend** a preliminary meeting with the Community Development Director before beginning this process in order to determine what issues will be discussed. The emphasis of the Planning Commission will be to ensure that the requested changes will not adversely affect the surrounding commercial and residential areas. It is important to remember that the Planning Commission is considering final plans, and that all expected modifications must be included in the presented plans. As a result, it is prudent to discuss your plans with the Community Development Director and your neighbors before moving through this process. These preliminary efforts will considerably ease your final review.

Special Use Approval

Certain uses are permitted as 'of right' within the City of Riverview. **Special Uses**, because of their nature, can not be administratively approved. To apply for a Special Use approval, there is a \$250 application

fee and 30 days advance notice is required. Again, we recommend a preliminary meeting with the Community Development Director before beginning the process to determine what issues will be discussed.

The Process:

- 1) The application will first come before the Planning Commission, who will then make a recommendation to the City Council.
- 2) The Planning Commission is to ensure that the neighborhood will not be adversely affected by the proposed use.
- 3) The Planning Commission also holds a public hearing where opinions of all interested parties are heard. This is the opportunity for the business owner(s) discuss their plans.
- 4) A recommendation is then forwarded to the City Council who has the final say on the matter. (It is encouraged that you discuss your plans with the Community Development Director and your neighbors before moving through this process.)

Zoning Board of Appeals (ZBA)

A business wishing to appeal a decision or zoning law can apply to the ZBA for a Variance. There is a \$250 fee for this application and requires a minimum of 30 days advance notice to allow for required legal notices. The ZBA will consider the request with emphasis on the business demonstrating a **Practical Difficulty or Undue Hardship**. The hearing is held in an open forum with any interested party having an opportunity to voice his opinion. The business owner, however, is usually the focal point, this being his opportunity to discuss his plans. The Community Development Director presents a report of his findings to the ZBA, and as such, we recommend that you thoroughly discuss your plans with the Community Development Director before the hearing.

Contacts

Community Development Director Dave Scurto	734-281-4204
Building Official	734-281-4242
Community Development Administrator Jen Barsnack	734-281-4242
Code Enforcement Officer Bernadette Moore	734-281-4249
Code Enforcement Officer Cory Peters	734-281-4244
Building & Engineering/Planning Commission /Zoning Board of Appeals	734-281-4242
City Clerk Cindy Hutchison	734-281-4239
City Clerk Licensing Ann Meldrum	734-281-4240
Deputy Fire Chief Mike Pool	734-281-4266

Thank you for your interest in operating your business Riverview

New Business Applicant

Please submit a LETTER with your New Business Application to the Building and Engineering Department to receive Zoning Certificate approval describing, in as much detail as possible, the exact nature of your business and the following:

- Type of business and services provided
- Equipment on site
- Storage and inventory arrangements
- Hours of operation
- A site plan in the form of a drawing or sketch of the interior showing each room and all exits
- A drawing or sketch of the exterior including number of parking spaces; indicate handicapped parking designation.
- Zoning Certificate from the Building Department
- A first time application fee (\$35.00) and the license fee (per type of business) will be required upon submission to the Clerk's Office.

REMEMBER TO INCLUDE AS MUCH DETAIL AS POSSIBLE.

The City of Riverview requires the following safety features:

1. CENTRALLY MONITORED SMOKE/HEAT RISE ALARM if your business is not opened 24 hours per day.
2. Approved fire extinguisher(s) must be in clear view and easily accessible; extinguishers must be tagged annually. Check extinguisher expiration date.
3. Emergency lighting hardwired with backup battery
4. Exit signs must be over all doors, hardwired with backup battery
5. Doors must have push-bar/crash bar handles or lever handles. No twisting knobs

*Note: **Signage requires a permit from Riverview's Building Department**

Once Zoning approval is granted by the Community Development Department the application is submitted, the processing is as follows (**Building Department Fees will apply:**

- All necessary building, electrical, mechanical and plumbing permits approval by the Building and Engineering Department.
- Fire Code approval by the Fire Department.
- Background Approval.
- Business CERTIFICATE OF OCCUPANCY granted by the Building Department.

NOTE: Occupation/construction of a building without proper permits and/or the operation of a business prior to receiving all approvals and licensing by these departments may result in the issuance of a written citation to the business owner and/or occupant.



CITY OF RIVERVIEW
14100 Civic Park Drive, Riverview, MI 48193
Phone: (734) 281-4240 Fax: (734) 281-4228

FOR OFFICE USE ONLY:
Date Issued:
License Number:

Part 1: Application for a New Business License

BUSINESS LICENSE HOME OCCUPATION PROFESSIONAL REGISTRATION

DBA (DOING BUSINESS AS) _____

BUSINESS NAME _____

WEBSITE ADDRESS FOR LINK ON CITY WEBSITE _____

BUSINESS ADDRESS _____

BUSINESS PHONE _____

CITY _____ STATE _____ ZIP _____

1. BUSINESS OWNER/CORP. OFFICER(S): (All owners/partners must be listed for background checks)

Name _____

Complete Home Address _____

Mailing Address (if different from above:) _____

Home Telephone: _____ Business Phone: _____

Email Address: _____ Cell Phone: _____

BUSINESS OWNER/CORPORATION OFFICER

Name _____

Complete Home Address _____

Mailing Address (if different from above:) _____

Home Telephone: _____ Business Phone: _____

Email Address: _____ Cell Phone: _____

BUSINESS OWNER/CORPORATION OFFICER

Name _____

Complete Home Address _____

Mailing Address (if different from above:) _____

Home Telephone: _____ Business Phone: _____

Email Address: _____ Cell Phone: _____

2. PROPERTY OWNER: (if different from above)

Name _____ Telephone _____

Address _____ City _____ State _____ Zip _____

3. BUSINESS INFORMATION:

Kind of Business builder/contractor food/restaurant office vehicle
 distributor housing registration retail warehouse
 instructional professional registration salon wholesale
 manufacturing other: _____

Merchandise/Description of Operation: _____

No. of Employees _____ No. of Parking Spaces _____ Bldg Square Footage _____

Liquor: Sales/Provided On site? Explain: _____

4. BACKGROUND INFORMATION ON BUSINESS OWNER(S) AND/OR MANAGER(S):

_____ Have you ever been charged or convicted of a misdemeanor or felony?

Print Name/Title of Applicant

Yes No If yes, the Date: _____

Court: _____ Charge: _____

Outcome: _____

BACKGROUND INFORMATION ON BUSINESS OWNER(S) AND/OR MANAGER(S):

_____ Have you ever been charged or convicted of a misdemeanor or felony?

Print Name/Title of Applicant

Yes No If yes, the Date: _____

Court: _____ Charge: _____

Outcome: _____

BACKGROUND INFORMATION ON BUSINESS OWNER(S) AND/OR MANAGER(S):

_____ Have you ever been charged or convicted of a misdemeanor or felony?

Print Name/Title of Applicant

Yes No If yes, the Date: _____

Court: _____ Charge: _____

Outcome: _____

5. LIST ANY OTHER BUSINESSES OWNED OR OPERATED IN MICHIGAN:

<u>Name</u>	<u>City, State & Zip</u>	<u>Cell or Home Phone #</u>
_____	_____	_____
_____	_____	_____

COPY OF APPLICANT'S DRIVERS LICENSE IS REQUIRED AT TIME OF FILING.

_____	_____	_____	_____
Print Name/Title of Applicant	Date	Signature of Applicant	Date

For Office Use Only:

FEES:

New Business Only: 1st Time App. Fee: \$ 35.00 Date Paid: _____
License Fee: \$ _____ Date Paid: _____

Account No: 101-000-625.010

Received by: _____ Date: _____ Check #: _____ Taxes Paid: Yes No Balance Due: _____

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 Code of Ordinances.

1. An application for a business license must be submitted with payment of the appropriate fee to the City of Riverview; application and payment of said fee does not constitute the right to occupy a commercial structure or conduct a business until receipt of a Certificate of Occupancy following an inspection of the premises by the City of Riverview and express approval to occupy same; a ten percent administrative review fee may be withheld if application is withdrawn or denied.
2. The Community Development Department 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, to secure from same, a list of all city codes 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 re-inspection 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 will 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

Signature of Applicant

Signature of Applicant

Title of Applicant(s)

Date of Application

Witness: City of Riverview

Date

Part 3: City of Riverview Public Safety Departments

Business Name: _____ **Date:** _____

Business Address: _____ **Business Phone #:** _____

Emergency Contacts

This data is requested by the Riverview Police Department for emergency contact information only in the event of a robbery, water main break, or other emergency. The Riverview Police Department supports a proactive approach to building security from a crime prevention standpoint and recommends a few inexpensive suggestions:

- **Locks** – High security/case hardened locks, solid core wood or metal doors for the exterior as well as security glass in doors (if equipped) to prevent access to door locks being defeated. 40 inch rule: Any glass within 40 inches of a door lock should be protected.
- **Building Exterior:** Unsecured ladders, rocks, debris and large trees/shrubs, etc. should be removed to promote better observation from the exterior by Police and citizens.
- **Outside Lighting** – Appropriate amount for adequate coverage of parking lot and exterior of building. Leave lights on during hours of darkness to assist officers with checking the area while on patrol. 180 degree viewers installed on rear doors.
- **Security Cameras**-The lenses of all security cameras should be free of obstructions and in good working order.
- **Alarms** – Should be well maintained. Persons with the authority to deactivate the alarm should be listed as emergency call out persons in the event the owner is not available.
- **Dumpster Areas** – Dumpster Enclosure may be required to meet current ordinance. Contact building department for verification.
- **Outside Observations** – Owners of businesses should observe the outside of their businesses with security in mind. All suspicious activity should be reported to the Police Department.
- **Retail business handling cash** - Should have a safe or bank drop procedures as well as a robbery prevention program in place including signage inside stating “theft will not be tolerated and will be prosecuted to the fullest extent of the law”.

Call 281-4222 if assistance is required.

Applicant's Full Name: _____

Emergency Contact People: (List by priority)

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

Building Owner: If not listed above: _____

Complete Address: _____ Phone: _____

Part 5: CHEMICAL SURVEY
(If applicable)

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 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 at 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 provision 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.

Chemical Survey Continued

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

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 human 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) 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 make 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.
IRRITATION 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 BLASING 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 sludge's 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 sludge's 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.

COMMON BUSINESS VIOLATIONS

Addresses must be clearly visible from the street, 5" to 6" numbers, contrasting color to the building.

Exit lights must be installed over all exit doors, hard wired with battery back up. Must be fully operational during all business hours. No burned out light bulbs.

Emergency lighting must be hard wired, with battery back up. Must be fully operational during all business hours.

Electrical service panels and heat producing appliances must have 36" clearance to storage of any kind.

All electrical junction boxes must have proper covers in place.

Extension cords are not to be used as permanent wiring; sufficient duplex outlets must be provided for all electrical appliances.

General housekeeping must be neat and orderly, storage and rubbish must be removed from aisle way and exit access ways.

Fire extinguishers must be mounted in clear view and easily accessible. Must be serviced and tagged annually.

Dumpsters must be a minimum of 15 feet from the building.

Compressed gas cylinders must be chained in place to prevent tipping.

Penetrations in walls and ceiling must be repaired. No missing ceiling tiles.

Commercial kitchen appliances plus hood and duct system must be cleaned regularly and maintained free of grease accumulation.

Commercial kitchen suppression systems must be serviced semi-annually.