



Inspections Department

Thinking of starting or relocating a business in the City of St. Joseph? Wondering where to start?

For now, give the Inspections Department a call at 269-983-1212. You will need to do a little homework first. Please have prepared:

General Business Information - which includes:

- a. Proposed business address/location
- b. Describe the proposed business on the property/space – the type of use
- c. If known, what was the previous tenant's business
- d. Dimensioned layout of the space – including restrooms, storage, exits, any new walls, and placement of tables and chairs (determine occupant load), is remodeling needed
- e. Review Chapter 25 “Signs” of the Code of Ordinances
- f. Proposed occupant load
- g. If food-related, the Berrien County Health Department Plan Review

Our Administrative Assistant will assist you in scheduling a meeting with the Community Development Director, Kristen Gundersen, and one of the Building Officials, either Trudy Wilder or Caleb O’Toole. We look forward to meeting with you!