Before you commit to a property you should confirm that your intended business is allowed on that plot of land and within the building as it is currently classified by the City of Detroit. This requires checking to see if your building or location is properly zoned for your planned business, and if the last legal use matches the intended use of your business. If the location zoning and legal use does not match your planning business, consider the time and money you would invest in changing the use and/or undergoing a zoning variance application before you proceed. Most importantly, know that the change is not guaranteed and there are many factors that can influence whether you are allowed to establish your business type on that land. Additionally, take some time to research the licensing requirements for your type of business with the State of Michigan and City of Detroit. The steps required and recommended to make it through this process are outlined by City department in the following chart.

I'M CONSIDERING SIGNING A LEASE OR PURCHASING A BUILDING

Before you commit to a property you should confirm that your intended business is allowed on that plot of land and within the building as it is currently classified by the City of Detroit. This requires checking to see if your building or location is properly zoned for your planned business, and if the last legal use matches the intended use of your business. If the location zoning and legal use does not match your planning business, consider the time and money you would invest in changing the use and/or undergoing a zoning variance application before you proceed. Most importantly, know that the change is not guaranteed and there are many factors that can influence whether you are allowed to establish your business type on that land. Additionally, take some time to research the licensing requirements for your type of business with the State of Michigan and City of Detroit. The steps required and recommended to make it through this process are outlined by City department in the following chart.

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Phase 1 — I’m Considering Signing a Lease or Purchasing a Building

### Icon Key

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<th>Required</th>
<th>Recommend</th>
<th>Form</th>
<th>Fee</th>
</tr>
</thead>
</table>

### Other Recommended Steps

- Check for lien on property
- Ensure all personal tax returns are paid and filed
- Request information on outstanding fees
- File a FOIA request to the Fire Department and Fire Marshal division for past & outstanding violations or environmental information (this can be done through a private consultant and costs $200-$300) or go to Detroit Public Safety HQ (1301 3rd Ave) and ask for outstanding permit fees
- For restaurants: have a good idea what your menu will be and the equipment you need; make sure the space is the right size and there are enough gas and electric circuits for your project
- Consider conducting a baseline environmental assessment
- Communicate with the State liquor control if you will be requiring a liquor license
- Check for tax incentives & know when these incentives expire. Determine how this impacts your business plan
- Require the seller to get a Tax Clearance and provide to the buyer before purchasing

### Table

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<tbody>
<tr>
<td>✅</td>
<td>Conduct land use and zoning check to confirm 1) whether the proposed use is conditional or by right and 2) check for Historic District or Main Street designations.</td>
<td>BSED Development Resource Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check for “dangerous buildings” cases on property.</td>
<td>BSED Property Maintenance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check for previous building violations with property maintenance.</td>
<td>BSED Property Maintenance Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Contact the Business License Center to find out if your business type requires a Business License Certificate from the City of Detroit.</td>
<td>BSED Business License Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check classification of building.</td>
<td>OCFO Office of the Assessor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check how many parcels are part of your project.</td>
<td>OCFO Office of the Assessor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check for delinquent Personal Property Taxes.</td>
<td>OCFO Treasury Revenue Collections, DivDat Kiosk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Conduct pre-purchase/lease inspection to check for previous issues (especially for an existing or former restaurant space).</td>
<td>DHD Food Safety and Environmental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check plan review and license requirements, even if you’re not planning to build or renovate the space.</td>
<td>DHD Food Safety and Environmental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✅</td>
<td>Check for outstanding blight violations.</td>
<td>Department of Appeals &amp; Hearings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Phase 2

Once you have secured a property, there are steps you need to take to properly register your property and clear issues left behind by the previous owner or occupant. If you are leasing, you are still required to register your business with the Assessor’s Office at their business counter. Additionally, it is recommended that you familiarize yourself with the processes, applications, and licenses required before opening. The steps required and recommended to make it through this process are outlined by City department in the following chart.

I HAVE PURCHASED A BUILDING OR SIGNED A LEASE FOR MY BUSINESS

Once you have secured a property, there are steps you need to take to properly register your property and clear issues left behind by the previous owner or occupant. If you are leasing, you are still required to register your business with the Assessor’s Office at their business counter. Additionally, it is recommended that you familiarize yourself with the processes, applications, and licenses required before opening. The steps required and recommended to make it through this process are outlined by City department in the following chart.

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### State & County Requirements
- File deed with Wayne County Court
- For swimming pools contact MDEQ for permit to build
- For grocery stores, party stores, food manufacturers, food distributors contact MDARD for license
- For body art contact Michigan Department of Health and Human Services
- For childcare and medical facilities contact Michigan Department of Licensing and Regulatory Affairs

### Other Recommended Steps
- Familiarize yourself with the City of Detroit’s Electronic Permitting System
- Read the Health Department plan review packet and contact Health Department with questions
- Review previous health inspection reports if the facility is a formerly existing food establishment. Contact Health Department to see if there are outstanding fees on account

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### Icon Key

- In-Person
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- Fee

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<p>|  | What | How | Who &amp; Where | Form/Fee |</p>
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</thead>
<tbody>
<tr>
<td>!</td>
<td>✓</td>
<td>File Deed with Assessor’s Office within 45 days of purchase.</td>
<td>OCFO Office of the Assessor</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Apply for Personal Property ID number (aka. Tax ID or Parcel number).</td>
<td>OCFO Office of the Assessor</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>File Personal Property Statement.</td>
<td>OCFO Office of the Assessor, Personal Property Tax Section</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Apply for a Blight Clearance</td>
<td>Department of Appeals &amp; Hearings</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Open a new water account or establish new water service with a meter (if the building was removed from the demolition list and the water line needs to be reinstated).</td>
<td>DWSD Customer Care Center</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Check for outstanding fees.</td>
<td>DFD Fire Marshal</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Request fire inspection.</td>
<td>DFD Fire Marshal</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Conduct a pre-plan review conference.</td>
<td>BSEED Development Resource Center</td>
<td></td>
</tr>
<tr>
<td>!</td>
<td>✓</td>
<td>Ensure that license applications are properly submitted and approved.</td>
<td>DHD Food Safety and Environmental Health</td>
<td></td>
</tr>
</tbody>
</table>
I HAVE CONSTRUCTION DRAWINGS FOR MY SPACE

If you are establishing a new business in a new space, in many cases you need to submit construction documents signed by a licensed architect or engineer. This is especially required if you are changing the use or type of business in a space. For example, if you are establishing a carry-out food establishment in what used to be a sit-down restaurant. Your plans must be approved by the Building, Safety, Engineering, and Environmental Department (BSEED), the Detroit Health Department, and the Fire Department before you can begin construction. The City wants to protect you from unlicensed contractors who might cause you to fail your final inspections, so it is important that you make sure your contractor is able to get all the necessary permits before work is started. The steps required and recommended to make it through this process are outlined by City department in the following chart.

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<tbody>
<tr>
<td>Submit plans to BSEED for Plan Review.</td>
<td></td>
<td>BSEED Development Resource Center</td>
<td>$</td>
</tr>
<tr>
<td>Submit plans to Health Department for Plan Review for approval.</td>
<td></td>
<td>DHD Food Safety and Environmental Health</td>
<td>$</td>
</tr>
<tr>
<td>Submit plans to Fire Department for approval.</td>
<td></td>
<td>DFD Plan Examination</td>
<td>$</td>
</tr>
<tr>
<td>Submit copy of construction drawings.</td>
<td></td>
<td>Office of the Assessor</td>
<td>$</td>
</tr>
<tr>
<td>If needed, request building permit for change of use.</td>
<td></td>
<td>BSEED Development Resource Center</td>
<td>$</td>
</tr>
<tr>
<td>Request building permits.</td>
<td></td>
<td>BSEED Development Resource Center</td>
<td>$</td>
</tr>
<tr>
<td>Make sure your contractors get trade permits (Mechanical, Electrical, Plumbing).</td>
<td></td>
<td>BSEED Development Resource Center</td>
<td>$</td>
</tr>
<tr>
<td>Ensure that sign contractor pulls the necessary permits from the City of Detroit.</td>
<td></td>
<td>BSEED Development Resource Center</td>
<td>$</td>
</tr>
<tr>
<td>If your project will permanently use public alleys or sidewalks, request a permanent encroachment.</td>
<td></td>
<td>DPW City Engineering, Survey Bureau</td>
<td>$</td>
</tr>
<tr>
<td>If creating/replacing at least 1/2 acre of impervious surface (e.g., a parking lot), pay plan review fee to DWSD in order to comply with stormwater management ordinance.</td>
<td></td>
<td>DWSD Stormwater Management Group</td>
<td>$</td>
</tr>
<tr>
<td>If modifying water or sewer lines outside of building, or if fire separation lines are needed (per Fire Marshal), submit plans and get a permit.</td>
<td></td>
<td>DWSD Field Engineering, DWSD Permits Customer Service</td>
<td>$</td>
</tr>
<tr>
<td>If planning a petition for an encroachment or easement in the public right-of-way, or outright vacation (taking over an alley completely), review plans and get advice in advance.</td>
<td></td>
<td>DWSD Field Engineering</td>
<td>$</td>
</tr>
<tr>
<td>If plans are denied, you can appeal to the Board of Zoning Appeals.</td>
<td></td>
<td>BSEED Zoning</td>
<td>$</td>
</tr>
<tr>
<td>If planning to have a temporary seasonal patio or cafe, submit request for temporary cafe permit.</td>
<td></td>
<td>City Clerk's Office</td>
<td>$</td>
</tr>
</tbody>
</table>

**Other recommended Steps**

If the project requires a variance or hearing, learn what and how the community feels about the project.
Phase 4

Once the City of Detroit has approved your construction plans, your contractor must get permits to begin construction. You are responsible for making sure the permits and plans are posted and present at the worksite at all times. It is important that you maintain communication with the Building, Safety, Engineering, and Environmental Department (BSEED) and the Health Department through this process, particularly if your plans change. Additionally, before you close out the walls, you should secure rough inspections for plumbing, HVAC, and electrical work to avoid issues at time of the final inspection. At this point it is also recommended that you start the process of applying for the various licenses required for opening. Most licenses require several steps and various inspections and clearances. The steps required and recommended to make it through this process are outlined by City department in the following chart.

I BEGAN CONSTRUCTION ON MY BUSINESS

Once the City of Detroit has approved your construction plans, your contractor must get permits to begin construction. You are responsible for making sure the permits and plans are posted and present at the worksite at all times. It is important that you maintain communication with the Building, Safety, Engineering, and Environmental Department (BSEED) and the Health Department through this process, particularly if your plans change. Additionally, before you close out the walls, you should secure rough inspections for plumbing, HVAC, and electrical work to avoid issues at time of the final inspection. At this point it is also recommended that you start the process of applying for the various licenses required for opening. Most licenses require several steps and various inspections and clearances. The steps required and recommended to make it through this process are outlined by City department in the following chart.

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<th>Form/Fee</th>
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<tr>
<td>✔️</td>
<td>✅</td>
<td>If construction will use sidewalks (scaffolding), get Right-of-Way permits.</td>
<td>DPW City Engineering</td>
</tr>
<tr>
<td>✔️</td>
<td>✅</td>
<td>Keep approved plans on site during construction AT ALL TIMES.</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Secure Trade Permits (Mechanical, Electrical, Plumbing).</td>
<td>BSEED Development Resource Center</td>
</tr>
<tr>
<td>✔️</td>
<td>✅</td>
<td>Submit revised plans if changes occur after Health Department approval - including changes in equipment (Food Service and other business types requiring Health Service approval).</td>
<td>DHD Food Safety and Environmental Health, BSEED Construction Division</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Get permits for temporary fuel storage.</td>
<td>DFD Fire Marshal</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Schedule a &quot;rough&quot; inspection before finishing the walls (do not close walls before approval).</td>
<td>DFD Fire Marshal, BSEED Construction Division</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Start your water service with the Detroit Water &amp; Sewerage Department.</td>
<td>DWSD Customer Service Center</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Submit Food Service license application (Food service establishments only).</td>
<td>DHD Food Safety and Environmental Health</td>
</tr>
<tr>
<td>✱</td>
<td></td>
<td>Contact Business License Center to determine what approvals you will need.</td>
<td>BSEED Business License Center</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Schedule final inspection when construction is complete.</td>
<td>BSEED Construction Division</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Schedule acceptance testing of fire alarm and suppression systems.</td>
<td>DFD Fire Marshal</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Schedule final fire inspection.</td>
<td>DFD Fire Marshal</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Schedule pre-opening inspection.</td>
<td>DHD Food Safety and Environmental Health</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Apply for Income Tax Clearance.</td>
<td>OCFO Treasury Clearances Section</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>Apply for Accounts Receivable Clearance.</td>
<td>OCFO Treasury Clearances Section</td>
</tr>
</tbody>
</table>

### State and County Requirements

Schedule pre-opening inspections with relevant State agencies for State-licensed business types

### Other recommended Steps

Body art must file with Michigan Department of Health and Human Services (MDHHS); MDHHS will receive an automatic email from Detroit Health Department to schedule inspection.
Phase 5

I AM READY TO OPEN!

Congratulations on making it this far through the process! Before you open your doors, you should make sure that your business is in full compliance with all City departments and that you pass all necessary inspections and clearances. This includes making sure all inspections are completed, a Certificate of Compliance, Occupancy, or Acceptance is received, and any needed clearances and licenses are acquired. The steps required and recommended to make it through this process are outlined by City department in the following chart.

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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Option A: If no construction was done (but you still need to address blight for your property), schedule inspection for Certificate of Compliance.</td>
<td>In-Person, Call, Online</td>
<td>BSEED Property Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Option B: If Change of Occupancy or Use was required and construction was done, request Certificate of Occupancy.</td>
<td>In-Person, Call, Online</td>
<td>BSEED Construction</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Option C: If construction was done with no Change of Occupancy or Use, request Certificate of Acceptance.</td>
<td>In-Person, Call, Online</td>
<td>BSEED Construction</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>Open assessment notice - appeal the assessment if necessary (two assessments, Real and Personal Property).</td>
<td>In-Person, Mail</td>
<td>OCFO Office of the Assessor</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>File Personal Property Tax Exemption every year by February 20th.</td>
<td>In-Person, Mail</td>
<td>OCFO Office of the Assessor, Personal Property Tax Section</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>Setup payroll and report employee tax withholding.</td>
<td>In-Person, Mail</td>
<td>OCFO Income Tax Division</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Apply for Income Tax Clearance and get approved.</td>
<td>In-Person, Mail</td>
<td>OCFO Treasury Clearances Section</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Apply for Accounts Receivable clearance and get approved.</td>
<td>In-Person, Mail</td>
<td>OCFO Treasury Clearances Section</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ensure variances, if any, have been approved (special process, outer openings, etc.).</td>
<td>In-Person, Mail</td>
<td>DHD Food Safety and Environmental Health</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>Correct any outstanding health violations.</td>
<td>In-Person, Call</td>
<td>DHD Food Safety and Environmental Health</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>Confirm that you have obtained the appropriate health license (food service, body art, etc.) and post it at your business.</td>
<td>In-Person, Call</td>
<td>DHD Food Safety and Environmental Health</td>
<td>$</td>
</tr>
<tr>
<td>12</td>
<td>Apply for Business License (dependent on business type), receive the final license, and post it at your business.</td>
<td>In-Person, Mail</td>
<td>BSEED Business License Center</td>
<td>$</td>
</tr>
</tbody>
</table>