

CONTACTS

COLEMAN A. YOUNG MUNICIPAL CENTER, 2 WOODWARD AVENUE
Buildings, Safety, Engineering and Environmental Department
BSEED Development Resource Center
Room 434 | (313) 224-2372 | drc@detroitmi.gov | detroitmi.gov/drc
Office of the Assessor
Room 804 | (313) 224-3011 | <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-assessor>
Department of Appeals & Hearings (DAH)
Room 1004 | (313) 224-0098 | <https://detroitmi.gov/departments/department-appeals-and-hearings>

DWSD CUSTOMER CARE CENTER
Downtown | 735 Randolph Street
1st Floor | Phone: (313) 267-8000
Eastside | 13303 East McNichols
Phone: (313) 267-8000
Westside | 15600 Grand River
Phone: (313) 267-8000

DFD Fire Marshal
Detroit Public Safety Headquarters, 1301 Third Street
To Pay Fees; Room 705 | (313) 596-2954
To Schedule Appointments; Room 705 | (313) 596-2954

DHD Food Safety and Environmental Health
3245 E. Jefferson
Room 100 | (313) 876-0135

KEY TERMS

Blight Clearance: Application to check for outstanding blight tickets on the property.

Blight violation: blight violations are given when an owner fails to maintain their property. If the issue is not corrected, a ticket is issued.

LARA: Michigan Department of Licensing and Regulatory Affairs.

MDARD: Michigan Department of Agriculture and Rural Development.

MDEQ: Michigan Department of Environmental Quality.

Tax Clearance: Application to check for no outstanding taxes on property, business or equipment.

OPEN FOR BUSINESS

5 phases to opening your business
in the City of Detroit



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.

DO YOU NEED ADDITIONAL SUPPORT?

Contact your District Business Liaison (DBL)

District 1: Tenecia Johnson
(313) 460-0775
tjohnson@degc.org

District 2: Ammie Woodruff
(313) 510-8261
awoodruff@degc.org

District 3: Md-Abdul Muhit
(313) 452-7704
mmuhit@degc.org

District 4: Martell Bivings
(313) 510-5288
mbivings@degc.org

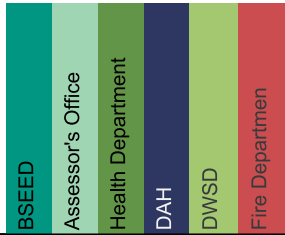
District 5: Lynn Wiggins
(313) 452-1926
lwiggins@degc.org

District 6: Luz Meza
(313) 510-2488
lmeza@degc.org

District 7: Brianna Walker
(313) 515-6979
bwalker@degc.org

WAS THIS GUIDE HELPFUL?

We appreciate your feedback:
bit.ly/detroitopen4biz



Icon Key

In-Person
 Call
 Mail
 Online
 Email
 Required
 Recommend
 Form
 Fee

						What	How	Who & Where	Form/Fee
		✓				File Deed with Assessor's Office within 45 days of purchase.		OCFO Office of the Assessor	
		✓				Apply for Personal Property ID number (aka, Tax ID or Parcel number).		OCFO Office of the Assessor	
		✓				File Personal Property Statement.		OCFO Office of the Assessor, Personal Property Tax Section	
				✓		Apply for a Blight Clearance		Department of Appeals & Hearings	
					✓	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).		DWSD Customer Care Center	
					✓	Check for outstanding fees.		DFD Fire Marshal	
					✓	Request fire inspection.		DFD Fire Marshal	
	✓					Conduct a pre-plan review conference.		BSEED Development Resource Center	
		✓				Ensure that license applications are properly submitted and approved.		DHD Food Safety and Environmental Health	

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