5 phases to opening your business in the City of Detroit

**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.

**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  
mahuit@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

**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  
mahuit@degc.org

**District 4:** Martell Bivings  
(313) 510-5288  
mvings@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
### 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 facilites 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

### Table

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