By Right vs. Conditional Use:
Not all uses are allowed in all buildings or neighborhoods. Some uses are permitted “by right” in your zoning designation, and some uses (conditional) require special exemptions.

Encroachment:
An encroachment is any privately owned and maintained improvement located within the public right-of-way.

Easement:
Easements are a right given to another person or entity to trespass upon or use land owned by somebody else.

E-plans:
The city’s online Building Plan submission portal. Allows plans to be submitted and reviewed online.

Established use:
The legally permitted purpose of a property, as permitted by the City of Detroit.

MEP:
Mechanical, Engineering and Plumbing.

Plan Review:
The process of submitting building plans for approval (conditional land use, building permits etc.)

Stormwater Management Plan:
The city requires new and re-development to implement stormwater management practices.

Vacation:
A street vacation, also known as an alley vacation or vacation of public access, is a type of easement in which a government transfers the right-of-way of a public street, highway or alley to a private property owner.

Variance:
A variance is a request to deviate from current zoning requirements. If granted, it permits the owner to use the land in a manner not otherwise permitted by the zoning ordinance.

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
### Phase 3 — I Have Construction Drawings For My Space

#### Other recommended Steps

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

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
<th>Who &amp; Where</th>
<th>Form/Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit plans to BSEED for Plan Review.</td>
<td>![In-Person]</td>
<td>BSEED Development Resource Center</td>
<td></td>
</tr>
<tr>
<td>Submit plans to Health Department for Plan Review for approval.</td>
<td>![Call], ![Mail]</td>
<td>DHD Food Safety and Environmental Health</td>
<td></td>
</tr>
<tr>
<td>Submit plans to Fire Department for approval.</td>
<td>![In-Person]</td>
<td>DFD Plan Examination</td>
<td></td>
</tr>
<tr>
<td>Submit copy of construction drawings.</td>
<td>![In-Person], ![Mail]</td>
<td>Office of the Assessor</td>
<td></td>
</tr>
<tr>
<td>If needed, request building permit for change of use.</td>
<td>![In-Person]</td>
<td>BSEED Development Resource Center</td>
<td></td>
</tr>
<tr>
<td>Request building permits.</td>
<td>![In-Person], ![Mail]</td>
<td>BSEED Development Resource Center</td>
<td></td>
</tr>
<tr>
<td>Make sure your contractors get trade permits (Mechanical, Electrical, Plumbing).</td>
<td>![In-Person], ![Mail]</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>![In-Person]</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>![In-Person]</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>![In-Person], ![Call]</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>![In-Person], ![Mail]</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>![In-Person]</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>![In-Person]</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>![In-Person], ![Mail]</td>
<td>City Clerk’s Office</td>
<td></td>
</tr>
</tbody>
</table>