

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
BSEED Business License Center
Room 402 | (313) 224-3179
BSEED Construction Division
Room 408 | (313) 628-2451 | BSEED-Construction@detroitmi.gov
DPW City Engineering
Room 642 | (313) 224-3935
Treasury Clearances Section
Room 106 | (313) 224-3328 | IncomeTaxClearance@Detroitmi.gov

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

DWSD Customer Service Center:
735 Randolph Street
(313) 964-9293

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

KEY TERMS

Right-of-Way: Construction that will impact the street or sidewalk requires a permit from the Department of Public Works.

Trade Permits: MEP work must be done by a licensed mechanic, electrical and plumber.

OPEN FOR BUSINESS

5 phases to opening your business
in the City of Detroit



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.

DO YOU NEED ADDITIONAL SUPPORT?

Contact your District Business Liaison (DBL)

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

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

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

District 6: Luz Meza
(313) 510-2488
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District 3: Md-Abdul Muhit
(313) 452-7704
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District 7: Brianna Walker
(313) 515-6979
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District 4: Martell Bivings
(313) 510-5288
mbivings@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
						✓				If construction will use sidewalks (scaffolding), get Right-of-Way permits.		DPW City Engineering	
	✓								✓	Keep approved plans on site during construction AT ALL TIMES.			
	✓									Secure Trade Permits (Mechanical, Electrical, Plumbing).		BSEED Development Resource Center	
	✓			✓					✓	Submit revised plans if changes occur after Health Department approval - including changes in equipment (Food Service and other business types requiring Health Service approval).		DHD Food Safety and Environmental Health, BSEED Construction Division	
									✓	Get permits for temporary fuel storage.		DFD Fire Marshal	
	✓								✓	Schedule a "rough" inspection before finishing the walls (do not close walls before approval).		DFD Fire Marshal; BSEED Construction Division	
									✓	Start your water service with the Detroit Water & Sewerage Department.		DWSD Customer Service Center	
				✓						Submit Food Service license application (Food service establishments only).		DHD Food Safety and Environmental Health	
	✓									Contact Business License Center to determine what approvals you will need.		BSEED Business License Center	
	✓									Schedule final inspection when construction is complete.		BSEED Construction Division	
									✓	Schedule acceptance testing of fire alarm and suppression systems.		DFD Fire Marshal	
									✓	Schedule final fire inspection.		DFD Fire Marshal	
				✓						Schedule pre-opening inspection.		DHD Food Safety and Environmental Health	
			✓							Apply for Income Tax Clearance.		OCFO Treasury Clearances Section	
			✓							Apply for Accounts Recievable Clearance.		OCFO Treasury Clearances Section	

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