

CONTACTS

COLEMAN A. YOUNG MUNICIPAL CENTER, 2 WOODWARD AVENUE

Buildings, Safety, Engineering and Environmental Department

BSEED Business License Center

Room 402 | (313) 224-3179

BSEED Construction Division

Room 408 | (313) 628-2451 | BSEED-Construction@detroitmi.gov

BSEED Property Maintenance

Room 412 | (313) 628-2451

Income Tax Division

Room 130 | (313) 224-3315

Office of the Assessor

Room 804 | (313) 224-3011 | <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-assessor>

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

C of A, Certificate of Acceptance: Required if no change is made to use or occupancy. Indicates that any alterations made are acceptable.

C of C, Certificate of Compliance: Required if no construction is needed. Indicates that a building meets all city codes and is safe to occupy.

C of O, Certificate of Occupancy: Required if the project included construction. Indicates that a building meets all city codes and is safe to occupy. The C of O is issued upon request of the customer by BSEED after verification that all the required division approvals (electrical, plumbing, mechanical and building) have been obtained.

Personal Property Taxes: The State of Michigan requires business owners to pay taxes on their personal property. This is the tangible property that is used to make a profit (equipment, cash registers, shelves, etc.). The owed personal property tax follows the equipment, not the building.

Occupancy: The classification of a room or enclosed space designed for human use according to the fire safety and relative hazard involved. This occupancy classification determines the appropriate egress, light, and ventilation code requirements that must be met.

OPEN FOR BUSINESS

5 phases to opening your business
in the City of Detroit



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.

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

BSEED

Assessor's Office

Treasury

Health Department

Icon Key



	What				How	Who & Where	Form/Fee
	✓			Option A: If no construction was done (but you still needed to address blight for your property), schedule inspection for Certificate of Compliance.		BSEED Property Maintenance	
	✓			Option B: If Change of Occupancy or Use was required and construction was done, request Certificate of Occupancy .		BSEED Construction	
	✓			Option C: If construction was done with no Change of Occupancy or Use, request Certificate of Acceptance.		BSEED Construction	
		✓		Open assessment notice - appeal the assessment if necessary (two assessments, Real and Personal Property).		OCFO Office of the Assessor	
		✓		File Personal Property Tax Exemption every year by February 20th.		OCFO Office of the Assessor, Personal Property Tax Section	
			✓	Setup payroll and report employee tax withholding.		OCFO Income Tax Division	
			✓	Apply for Income Tax Clearance and get approved.		OCFO Treasury Clearances Section	
			✓	Apply for Accounts Receivable clearance and get approved.		OCFO Treasury Clearances Section	
			✓	Ensure variances, if any, have been approved (special process, outer openings, etc).		DHD Food Safety and Environmental Health	
			✓	Correct any outstanding health violations.		DHD Food Safety and Environmental Health	
			✓	Confirm that you have obtained the appropriate health license (food service, body art, etc.) and post it at your business.		DHD Food Safety and Environmental Health	
	✓			Apply for Business License (dependent on business type), receive the final license, and post it at your business.		BSEED Business License Center	