

Process Steps for Obtaining A Business License

STEP #1 – YOU MUST OBTAIN A BUILDING PERMIT OR OCCUPANCY PERMIT

You must visit the Buildings & Safety Engineering Department, located at the Coleman A. Young Municipal Center, 2 Woodward Avenue, Zoning Counter, Room 409, Detroit, Michigan 48226 to obtain the required permit necessary to open your business. **This is a very important step that must be done.** A Certificate of Occupancy will be issued when a permit is completed. After the building has been certified for your intended use, then proceed to step #2.

STEP #2 - CHOOSE A NAME FOR YOUR BUSINESS OR IF YOU INCORPORATE YOUR BUSINESS, YOU MUST REGISTER

Choose A Name For Your Business:

If you conduct business in Detroit under an assumed name (a name other than your real name), you must file an application for an Assumed Name Certificate with Wayne County. Assumed Name application forms are available at the Wayne County Clerk's Office, Coleman A. Young Municipal Center, 2 Woodward Avenue - Room 201, Detroit, MI 48226. [Click here to obtain information on assumed names online.](#)

If You Incorporate Your Business, You Must Register:

If you incorporate or establish a limited partnership, you must register with the State of Michigan. Please get legal advice about operating as a sole proprietor, a partnership, a limited partnership or a corporation. Incorporation forms are available on the Web site for the Department of Labor and Economic Growth. [Click here.](#)

STEP #3 - YOU MUST OBTAIN A SALES TAX NUMBER OR APPLY FOR YOUR FEDERAL TAX ID NUMBER

You Must Obtain A Sales Tax Number:

If you have any type of business in Detroit, you must have a sales tax number. The sales tax number form is available on the Web site for the Michigan Department of Treasury, Collections Division. [Click here.](#)

Apply For Your Federal Tax ID Number:

Corporations and partnerships require a Federal tax ID number. Obtain the federal tax ID forms at the McNamara Building, 477 Michigan Avenue (at Cass), Detroit, MI 48226. [Click here to obtain the forms online.](#)

STEP #4 - APPLY FOR YOUR DETROIT BUSINESS LICENSE

You must have a Detroit business license to operate certain types of businesses in the city. For a list of businesses that need licenses, visit the B&SE website. Apply for the license at the Business License Center, Room 105, Coleman A. Young Municipal Center, 2 Woodward Avenue, Detroit, MI 48226. The Business License Application is also available for printing on the B&SE website at www.detroitmi.gov. The phone number is (313) 224-3178. You must pay all license fees when you apply.

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Applicant Must Bring The Following:

- Assumed Name or Articles of Corporation Papers
- Information for all applicants and/or stockholders/corporation officers
 - Home Address
 - Telephone Numbers
 - Driver License or State I.D.
 - Social Security Number
 - Birth date
- Acceptable forms of Payment: Cash, Certified Check, Money Order or Credit Card (Master Card & Visa)
- Federal Identification Number (if applicable)
- Proof of property ownership – Lease (Notarized) or Land Contract/Property Deed (registered with Wayne County)
- Building Permit or Occupancy Permit (from the Zoning Counter, Room 409 at Coleman A. Young Municipal Center)

Applicant must also submit the following supporting documents:

- Read the Requirements for Income Tax Clearance Document. [Click to](#) here to review the document.
- Complete the Request for Income Tax Clearance form. [Click here](#) to obtain and print a copy of the form.
- Complete the Employer's Withholding Registration form. [Click here](#) to obtain and print a copy of the form.
- Complete the Accounts Receivable Clearance form. [Click here](#) to obtain and print a copy of the form.

FORMS CANNOT BE FILED ELECTRONICALLY

STEP 5: SUBMIT COMPLETED APPLICATION INCLUDING ALL LEGAL DOCUMENTS AND SUPPORTING DOCUMENTS FROM STEP #4

STEP 6: SCHEDULE ALL REQUIRED INSPECTIONS FOR BUSINESS LOCATION **Important Note: Permits and Inspections will be required prior to opening your business.**

STEP 7: A CERTIFICATE OF LICENSE WILL BE ISSUED ONCE ALL APPROVALS ARE SECURED

ALL LICENSES ARE RENEWABLE ANNUALLY

City Ordinances are available in the City Clerk's Office located in Room 200 at the Coleman A. Young Municipal Center.

If not operating a business in the City of Detroit, please check with the city or township where you plan to do business.