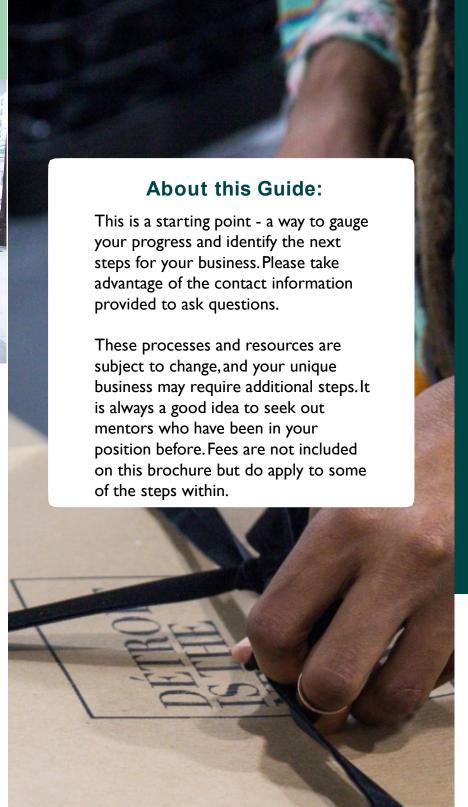
### **RETAIL & OFFICE SPACE**



# Starting Your Own Office or Retail Space

Your guide through the licensing and permitting process in the city of Detroit. If your retail space will serve food, please look for the Restaurant Guide as well.





### **ADDITIONAL RESOURCES:**

Detroit BizGrid www.DetroitBizGrid.com

Build Institute www.BuildInstitute.org (313) 265-3590

Motor City Match ww.MotorCityMatch.com

(844) 338-4626

Zoning & BSEED Permit Applications <a href="https://aca-prod.accela.com/DETROIT">https://aca-prod.accela.com/DETROIT</a>

**Building Safety Engineering and Environmental Department** 

www.DetroitMl.gov/BSEED (313) 224-2733

DISCLAIMER: The proposed work must be performed under the latest applicable codes and requirements of the City of Detroit and the applicant must take full responsibility for all code compliance, fees and inspections related to the installation/work performed.



Buildings, Safety Engineering & Environmental Department



### Before you invest in a property, research city codes and thoroughly investigate whether or not the space meets your needs.

- Create a business plan and research funding opportunities.
- □ Meet with community groups and local experts.
- □ Consult a qualified real estate broker for guidance when looking for a location.
- Make sure your proposed use is allowed in your location's zoning district. Check www.zoning.detroitmi.gov. If not, you can petition to change the use.
- □ Research Landlord and Tenant responsibilities if you plan to lease your space.



## Once you've gathered all of the information that you need, it's time to plan and execute any necessary construction.

- □ Hire an architect or engineer registered as such in the State of Michigan to prepare your building plans.
- Apply online for any required Zoning Reviews & receive approval to continue to permit applications
- If your business requires construction or renovations, you will need to <u>apply online</u> for a building permit with BSEED.
- □ Submit your building plans to BSEED Plan Review and make any necessary changes until you are approved.
- □ Secure a building permit from BSEED, and then you may start any necessary construction.
- □ Schedule and pass the required inspections.
- □ Apply for a Certificate of Occupancy or Certificate of Compliance with BSEED.

### Once you've passed the necessary city inspections, you are almost there!

**Get Ready to Open!** 

Step

- Complete the Business License Center
   Checklist and apply for a Business License if necessary.
- Work with other agencies to obtain the necessary licenses as applicable (ex:The Public Works Department if any of your renovations or uses will affect the street or sidewalk).
- □ Schedule and pass the necessary inspections annually to maintain compliance with city codes.

Phone Numbers:
BSEED: (313) 224-0484
Zoning Counter: (313) 224-1317
www.zoning.detroitmi.gov

#### **Phone Numbers:**

Health Department Food Safety: (313) 876-4000 BSEED Plan Review: (313) 224-3233 BSEED Inspections: (313) 224-3202

### Phone Numbers:

Business License Center: (313) 224-3178

Michigan Liquor Control Commission: (866) 813-0011

Public Works Department: (313) 224-3935