

## About this Guide:

This is a starting point - a way to gauge your progress and identify the next steps for your business. Please take advantage of the contact information provided to ask questions.

These processes and resources are subject to change, and your unique business may require additional steps. It is always a good idea to seek out mentors who have been in your position before. Fees are not included on this brochure but do apply to some of the steps within.

## ADDITIONAL RESOURCES:

### Detroit BizGrid

[www.DetroitBizGrid.com](http://www.DetroitBizGrid.com)

### Build Institute

[www.BuildInstitute.org](http://www.BuildInstitute.org)

(313) 265-3590

### Motor City Match

[www.MotorCityMatch.com](http://www.MotorCityMatch.com)

(844) 338-4626

### MDARD Plan Review

[www.bit.ly/2mb3voc](http://www.bit.ly/2mb3voc)

### MI Food Code

[www.bit.ly/1peN2ih](http://www.bit.ly/1peN2ih)

### MI Food Law

[www.bit.ly/2mMN7Nw](http://www.bit.ly/2mMN7Nw)

### BSEED Zoning & Permit Applications

<https://aca-prod.accela.com/DETROIT>

### Building Safety Engineering and Environmental Department

[www.DetroitMI.gov/BSEED](http://www.DetroitMI.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.

# RESTAURANT GUIDE



## Starting Your Own Restaurant

Your guide through the licensing and permitting process in the city of Detroit



Buildings, Safety Engineering  
& Environmental Department



Buildings, Safety Engineering  
& Environmental Department



**Step 1**  
**Do The Research**

**Before you invest in a property, get educated and thoroughly investigate whether the space meets your needs.**

- Create a business plan and research funding opportunities.
- Consult a qualified real estate broker for guidance when looking for a location.
- Verify with BSEED Zoning that the established Legal Use matches the proposed Use before you sign anything. If not, you may need Zoning Reviews or Change of Use/ Occupancy. Explore what reviews or permits you may need at [www.permits.detroitmi.gov](http://www.permits.detroitmi.gov).
- Contact your local Health Department to obtain their plan review package guidelines.
- [Food Safety Plan Review Information](#)



**Step 2**  
**Submit Your Plans & Schedule Inspections**

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

- Apply online if your business requires a Zoning Review and approval to continue.
- If your business requires construction, renovations, or a Change of Occupancy, you will need to [apply online](#) for a building permit with BSEED.
- Hire an architect or engineer registered as such in the State of Michigan to prepare your building plans.
- Submit your project plans to BSEED and the Health Dept. Plan Review at the same time to avoid fees.
- Submit your standard operating procedures, a sample menu, and worksheets to the Health Dept.
- After your plans have been reviewed and approved by the Health Dept. and BSEED, you may start any necessary construction.
- Schedule and pass the required inspections.



**Step 3**  
**Get Ready to Open!**

**After you've passed the necessary inspections, you are almost there!**

- Apply for a Certificate of Occupancy or Certificate of Acceptance with BSEED.
- Get a checklist from the Business License Center.
- Complete the Business License Center Checklist and apply for a Business License.
- Work with other agencies to obtain the necessary licenses as applicable (ex: The Dept of Licensing and Regulatory Affairs Liquor Control Commission).
- Schedule and pass the necessary inspections annually to maintain compliance with city codes. Remember to renew your business license annually.

**Phone Numbers:**  
**BSEED: (313) 224-0484**  
**Zoning Counter: (313) 224-1317**  
[www.zoning.detroitmi.gov](http://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 - [BLCStaff@detroitmi.gov](mailto:BLCStaff@detroitmi.gov)**  
**Michigan Liquor Control Commission:**  
**(866) 813-0011**