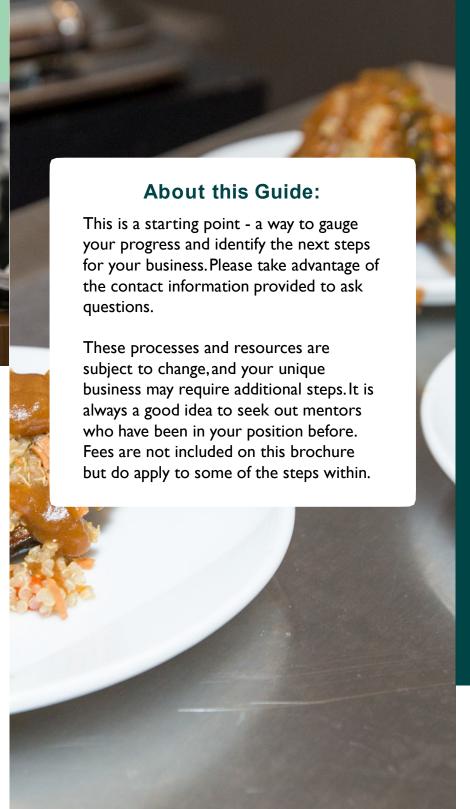
## **RESTAURANT GUIDE**



## Starting Your Own Restaurant

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





## **ADDITIONAL RESOURCES:**

**Detroit BizGrid** 

www.DetroitBizGrid.com

**Build Institute** 

www.BuildInstitute.org (313) 265-3590

**Motor City Match** 

www.MotorCityMatch.com (844) 338-4626

**MDARD Plan Review** 

www.bit.ly/2mb3voc

MI Food Code

www.bit.ly/IpeN2ih

**MI Food Law** 

www.bit.ly/2mMN7Nw

**BSEED Zoning & Permit Applications** 

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

**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 <u>compliance</u>, fees and <u>inspections</u> related to the installation/work performed.





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 <a href="https://www.permits.detroitmi.gov">www.permits.detroitmi.gov</a>.
- Contact your local Health Department to obtain their plan review package guidelines.
- □ Food Safety Plan Review Information

Step 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 <u>apply online</u> 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 reviewd and approved by the Health Dept. and BSEED, you may start any necessary construction.
- □ Schedule and pass the required inspections.

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

**Get Ready to Open!** 

 Apply for a Certificate of Occupancy or Certificate of Acceptance with BSEED.

Step

- ☐ 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

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
Michigan Liquor Control Commission:
(866) 813-0011