**Business License – Initial Application Guide**

Thank you for your interest in operating a business within the City of Detroit. This is a step-by-step guide to initiate your business license application. Before you apply, you should confirm whether or not your business type requires a license. Please refer to the list titled "Businesses Licensed by the City of Detroit" and contact Licensing & Permits with questions. If you require a business license, you need to renew your license annually. For instructions on the renewal process, please refer to the guide "Business License Renewal Application Guide."

IMPORTANT NOTE: The legal use of the business location must reflect the business type. For any concerns in relation to zoning or legal use, contact the Development Resource Center (313-224-2DRC or drc@detroitmi.gov or CAYMC Suite 434)

**Steps to Complete**

The business license application can be completed online or in-person. Visit detroitmi.gov/bseed to create an account on eLAPS/Accela. Inspections are scheduled by phone or in-person.

1. Submit your completed business license application and all legal supporting documents (see list below. If completing the application online, you will need to upload these supporting documents.)
2. Your application will be reviewed and checked for accuracy. Once accepted, the account will be invoiced.
3. Pay the business license fee. IMPORTANT NOTE: receipt of payment is not a business license.
4. You will be provided with a checklist of required approvals based on your business type. (If completing the application online, you will receive this list via e-mail). Schedule all required inspections and apply for all required clearances.
5. Keep record of all inspections and clearances. Licensing & Permits will receive and review all clearances and inspections. You will receive a business license once all approvals are secured.

**Legal Supporting Documents…Must Upload**

Applicants must submit the following with business license application

1. Assumed Name or Articles of Corporation Papers
2. Information for all applicants
	1. Driver’s License/State I.D./Passport
	2. Contact Information; Email Address/Telephone #
3. Federal Identification Number (if applicable)
4. Proof of property ownership: Notarized Lease, Land Contract/Property Deed, registered with Wayne County)
5. Personal Property Tax ID # (if unknown, contact the Office of the Assessor, 313-224-3025 or PersonalProperty@detroitmi.gov or CAYMC Suite 804 (required for #6)
6. Use this link to access the finance clearance application.

[**http://bit.ly/detroitclearances**](http://bit.ly/detroitclearances)

Once on the website:

Please select the appropriate clearance application. The application includes 2 pages:

Page 1 - Application Information

Page 2 – Securely submit your social security and/or EIN to the City of Detroit

Both pages are required in order to complete your application.  (Failure to do so could result in a longer processing time) Please allow **7-10 business days** for an update on your clearance.

**Questions: Email:** CityofDetroitClearances@detroitmi.gov

1. State of Michigan Liquor License Activity Document (if applicable)
2. Acceptable form of payment: cash, certified check, money order, credit card

You need to be aware of the municipal code that applies to the operation of your business in the City of Detroit. Please visit <https://library.municode.com/mi/detroit> for reference.