

2025 Business License Renewal Document Upload Instructions

Create the following zip files:*

- **Licensee Information**
- **Inspections and Clearances**
- **CRA**
- **Social Equity (*Only AU Retail*)**

Place the following documents in each zip file as indicated, and upload the zip files to the application:

Licensee Information:

- Government Issued ID for everyone with an ownership interest in the Licensee
- Diagram of organizational structure of Licensee with all owners (including entity owners) and ownership percentages indicated
- Executed and approved operating agreement, bylaws, partnership agreement or other organizational document that indicates each owner's share
- Owners contact information
- Statement of ownership changes since the last renewal

Inspections and Clearances:

- Blight clearance approval dated after March 1, 2025
- Treasury clearances for licensed entity and all owners
- Current Certificate of Compliance with correct legal land use
- 2025 Annual City of Detroit fire inspection report
- Good Neighbor Plan Audit approval (all AU licensees state licensed over 12 months)

CRA:

- PDF of state operating licenses associated with the City licenses being renewed
- If applicable, copies of documents pertaining to CRA violations received in the past 12 months
- Most recent Annual Financial Statement submitted to Michigan CRA, or CRA letter with future compliance date if an AFS has never been submitted by Licensee

Social Equity (*Adult Use Retailer, Microbusiness or Designated Consumption Licensees Only*):

a. *Primary Residence Documentation*- Three of the following documents indicating the primary residence for individual owners with Equity status if the Equity or Non-Equity Licensee received Social Equity points in the application process based on the individual's Equity status:

- Deed or land contract
- Lease
- Voter registration
- Principal Residence Exemption
- W2
- Auto Registration
- Auto Insurance Declarations Page
- Homeowners Insurance Declarations Page
- Renters Insurance Declarations Page
- Property Tax Documentation showing Homestead Exemption

b. Adult Use Retailer Affidavits:

All owners with Equity Status:

https://drive.google.com/drive/folders/1VNU_rReu6a67OmzofSSMPVZzcuVaP5ne

Majority owners of Non-Equity Licensees:

https://drive.google.com/drive/folders/1VNU_rReu6a67OmzofSSMPVZzcuVaP5ne

*Zip File Instructions:

By clicking the link below you will find directions on how to create a Zip File.

<https://detroitmi.gov/document/how-create-zip-file>