

OPERATING A BUSINESS IN THE CITY OF DETROIT

Address: BSEED, Business License Center

2 Woodward, CAYMC, Suite 402

Phone: (313) 224-3179

Hours of Operation: 8:00 AM - 4:30 PM

Email Address: blcstaff@detroitmi.gov

BUSINESS LICENSE PROCEDURE: RENEWED ANNUALLY

1. Submit completed application including all legal supporting documents
2. Pay the application fee, receive a case number and a guide detailing the departments with their contact information that are involved in licensing
3. Applicant must schedule all required inspections for the applied location
4. A certificate of license will be issued once all approvals are secured

Business location must reflect the legal use in which the applicant is applying. To apply for a Change of Use Permit, please contact Plan Review suite 409, at the number (313) 224-3233

BUSINESS LICENSE PROCEDURE: RENEWED ANNUALLY

1. Assumed Name or Articles of Corporation Papers
2. Information for all applicants and/or stockholders/corporation officers
 - A. Driver's License/State I.D./Passport
 - B. Social Security Number
 - C. 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 I.D. # C.A.Y.M.C Suite #804
6. State of Michigan Liquor License Activity Document (if applicable)
7. Acceptable forms of payment (Cash, Certified Check, Money Order, Credit Card)

*City Ordinances are Available in the City Clerk Office Suite #200 C.A.Y.M.C

If not operating a business in the City of Detroit, please check with the city or township where you plan to do business

