



What Detroit Business Owners Need to Stay in Compliance with the City

The City of Detroit Buildings, Safety Engineering and Environmental Department (BSEED) oversees the processes below. In addition to these important steps, be sure to keep up with your water bills and taxes. If you need help or more info, contact your [District Business Liaison](#).

BUSINESS LICENSE – RENEW EVERY YEAR



WHAT IS IT?

A business license is the City's stamp of approval ensuring the public of a safe, clean and fair operation.

WHO NEEDS ONE?

There are many types of businesses operating in the City. The types deemed, by City Council and the Mayor's Office, to be regulated are listed here: <https://bit.ly/3F3JyaP>.

HOW OFTEN DO I GET ONE?

If your business is deemed to be licensed, please secure the initial Certificate of License before operating. Renewals are annual. Expiration dates are based on license types, find yours here: <https://bit.ly/3olsRS9>.

WHAT DO I NEED TO GET ONE?

The initial business license application will be submitted electronically via BSEED's system, Accela/eLaps, more information here: <https://bit.ly/39HqOPU>. Follow the guide which details processes and the documents that must be uploaded with the electronic application, here: <https://bit.ly/39TYNVf>. Contact Licensing & Permits, 313.224.3179 or email djaccords@detroitmi.gov to begin the renewal process.

WHAT IS THE FEE?

License fees are based on the license type(s) that are included in the business operation, check fees here: <https://bit.ly/39PCLDI>.

CERTIFICATE OF COMPLIANCE – RENEW EVERY 2 YEARS



WHAT IS IT?

A Certificate of Compliance (C of C) is required to occupy a commercial building or parcel in the City of Detroit. A valid C of C means you are operating legally, and you are maintaining your property up to code. More info on C of C at <https://bit.ly/3m5Ny1E> and full building code at <https://bit.ly/3ALOWqf>.

WHO NEEDS ONE?

Building owners and tenants are responsible for maintenance of their property, inside and out. If you are a business owner leasing your building, you will need to show a C of C if you require a business license (see above).

HOW OFTEN DO I GET THIS?

Every 2 years. BSEED calls this an "Annual Inspection," but it is only required every 2 years. Additional inspections may occur if BSEED receives a complaint.

WHAT DO I NEED TO GET ONE?

Thirty days before your C of C expires, call 313-628-2451 to schedule an inspection. When you have the inspection, if any corrections are issued, you must resolve them within the time specified (30 days for non-emergency violations), then call back to schedule a re-inspection. If more time is needed, please let your inspector know.

WHAT IS THE FEE?

See all the steps and fees at <https://bit.ly/3k11RtZ>.

PERMITS – ONLY WHEN YOU'RE MAKING A CHANGE



WHAT IS IT?

A permit is issued to authorize changes to a building, including the legal use of that building.

WHO NEEDS ONE?

Permits are required only if you are making any changes to your building or business type. Most likely your landlord or contractor will apply for the permit, but always be sure you are listed as a contact on the application so that you are kept in the loop.

HOW OFTEN DO I GET THIS?

As needed. You or your contractor will apply on BSEED's online system, Accela/eLAPS – more info at <https://bit.ly/39HqOPU>.

WHAT DO I NEED TO GET ONE?

Building permits require a licensed contractor or architect. If you are putting up a sign, see <https://bit.ly/3EXTti8>. You may request a pre-plan review meeting to be sure you have what you need at <https://bit.ly/3zLb1Dq>.

WHAT IS THE FEE?

Fees will depend on the type of permit needed. More info is available at <https://bit.ly/3ES9dmR>.

