

Business License



How To Get a Business License

Your guide through the business licensing process in the City of Detroit



Buildings, Safety Engineering
& Environmental Department

About this Guide:

After your building has been certified for you intended business use, you must obtain a business license before opening your business.

A Business License ensures that your business is operating lawfully under the City of Detroit & State of Michigan ordinances & codes.

Follow these steps to obtain your license & start your business!

How much does a Business License Cost?

The cost is based on the license description or type of use.

These can be found on the [BLC Rate Report](#)

ADDITIONAL RESOURCES:

[Business License Application](#)

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

[BLC Rate Report](#)

<https://detroitmi.gov/document/business-license-center-fees>

[Business Types Licensed by the City of Detroit](#)

<https://detroitmi.gov/document/businesses-licensed-city-detroit>

[Additional Supporting Documents:](#)

- Accounts Receivable Clearance Form
- Income Tax Clearance Form
- Employers Withholding Registration Form

<http://bit.ly/detroitclearances>

Building Safety Engineering and
Environmental Department

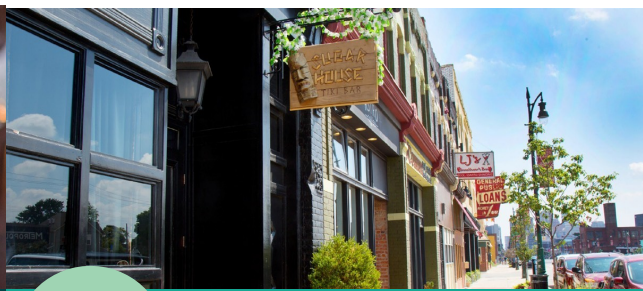
www.DetroitMI.gov/BSEED

(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 compliance, fees and inspections related to the installation/work performed.



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Step 1 Establish Your Business

The first step in obtaining a business license is to establish your business, use, & location

Obtain a building permit and Certificate of Occupancy!

Confirm your zoning requirements & [apply online](#) for your building permit.

Choose a name for you business or register your incorporated business:

◆ If using an assumed name, must file an application for an Assumed Name Certificate with Wayne County

Form is available at Wayne County Clerk's Office

◆ If you Incorporate Your Business: Register with the State of Michigan

Incorporation forms are available from [Department of Labor and Economic Growth](#)

[Apply online for your Federal Tax ID number](#)

◆ Optional: sales tax number—if you have a sales tax number, you can submit the [Sales Tax Number Form](#) as well

Check your zoning & permit requirements at www.permits.detroitmi.gov
[Information about Assumed Names](#)
[Department of Labor & Economic Growth](#)

Step 2 Now you are ready to apply

[Apply for your business license online.](#) You will need to submit the following documents:

- Building Permit of Certificate of Occupancy
- Assumed Name or Articles of Corporation papers
- Federal Identification Number
- Information for all applicants and/or stockholders/corporation officers
 - ◆ Telephone Numbers
 - ◆ Driver's License or State I.D. Card
- Proof of property ownership—lease (notarized) or land contract/property deed (registered with Wayne County)
- ◆ **Additional Supporting Documents:**
 - ◆ [Found on Clearances Page](#)
 - Income Tax Clearance & Accounts Receivable Clearance Form
 - Employer's Withholding Registration form
 - Personal Property Tax ID# (if unknown, contact the Office of the Assessor, (313) 224-3025)

Phone Numbers:
 BSEED Plan Review: (313) 224-3233
 Business License Center: (313) 224-3178
BLCstaff@detroitmi.gov

Step 3 Get Ready to Open!

After you have submitted your application & supporting documents, you are almost there!

- Pay your business license fee

Payment can be made when filling out your online application.

Note: Receipt of payment is not a business license

Application will be reviewed for accuracy, identify missing documents, & provide a checklist of required approvals based on your business type. This may include:

- ◆ Certificate of Compliance
- ◆ Certificate of Occupancy (when permit is finalized)
- ◆ Finance information
- ◆ Fire inspection
- ◆ Environmental Health
- ◆ Food Safety Inspection
- ◆ Bond/Insurance
- ◆ Police

Remember:

Your business license should be renewed annually!

- ◆ [Business License Renewal Schedule](#)
- ◆ [Business License Renewal Guide](#)

BSEED Inspections: (313) 224-3202
 Michigan Liquor Control Commission:
 (866) 813-0011
 Health Department Food Safety:
 (313) 876-4000