

**Detroit Business Certification Program**  
**Certification Checklist**  
**ALL Required Documentation & Information**

**Detroit Based Business (DBB)**

Please provide the following for the applicant business:

***Verification of Business Structure and Ownership***

- Articles of Incorporation/Organization or Operating Agreement
- Previous year federal tax filing and tax return including Schedule K-1 adding up to 100%

***Verification of Detroit Location***

- Deed for the previous and current year
- or Lease for the previous and current year

***City of Detroit Taxes***

- City of Detroit Business Tax Return for the previous year

***Ability to Provide Services***

- Disclose total number of employees
- Disclose total number of employees working from/located at the Detroit location
- Disclose total number of Detroit Resident employees working from/located at the Detroit location
- Affidavit of Applicant Page

**Detroit Headquartered Business (DHB)**

- Completed all items under **Detroit Based Business (DBB)**
- Executive Business Roster showing that the chief executive officer and highest-level management staff perform at least fifty-one (51%) percent of their management functions at the Detroit location.

**Detroit Resident Business (DRB)**

- Employs a minimum of four (4) employees and at least fifty-one percent (51%) are City of Detroit residents
- Payroll for the previous month
- A copy (front and back) of a State Identification card of each City of Detroit resident employee
- Affidavit of Applicant Page

**Detroit Based Small Business (DSB)**

- Completed all items under **Detroit Based Business (DBB)**
- Does not meet the definition of **Detroit-Based Micro Business (DBMB)**.  
*(If federal taxes show, an annual gross receipt of less than \$1M-go to DBMB.)*
- Meets Small Business Requirements (average over the last 3 fiscal years)
  - **Manufacturing: < 500 Employees in 3 Years**
  - **General Construction: < \$28 million**
  - **Specialty Construction: < \$12 million**
  - **Wholesale: < 100 Employees in 3Years**
  - **Retail: < \$6 million**
  - **Service: < \$6 million**
  - **Professional Service: < \$6 million**

- Federal Tax returns for the previous three (3) years Gross Receipts:

Gross Receipts: Year \_\_\_\_\_ \$ \_\_\_\_\_  
Year \_\_\_\_\_ \$ \_\_\_\_\_  
Year \_\_\_\_\_ \$ \_\_\_\_\_  
Average: \$ \_\_\_\_\_

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**Detroit-Based Micro Business (DBMB)**

- Completed all items under **Detroit Based Business (DBB)**
- Federal Tax Return from previous year showing an average annual gross receipt of one million dollars (\$1,000,000.00) or less
- No more than 15 employees

*A business which is an affiliate or subsidiary of an entity that is not eligible for registration as a micro business concern shall not be registered as a micro business concern*

**Detroit Start-Up (DSU)**

- Notarized Affidavit
- Articles of Incorporation or Operating Agreement
- Affidavit of Applicant Page

**Minority / Woman Business Enterprise (MBE / WBE)**

- MBE / WBE Declaration Page (Must have at least 51% minority ownership or woman ownership)
- Operating Agreement
- Affidavit of Applicant Page

**Please Note:**

*The Civil Rights, Inclusion and Opportunity Department reserves the right to deny applications due to missing documents and request additional documentation when necessary. If your application is denied, you will be required to complete a new application. **All** documentation is required for each recertification year. A change in address of the business location will require recertification.*

**Joint Venture (JV)**

- Joint Venture with another Firm. The other firm is one of the following.
  - Detroit Based Business (DBB)
  - Detroit Based Small Business (DBSB)
  - Detroit Resident Based (DRB)
  - DBMBC
- Written, Signed, Notarized Contract/ Agreement between both firms that proves the DBB, DSB, DRB, or DBMB is:
  - Substantially included in all phases of contract, including bidding and staffing
  - Provides at least 51% of total performance, responsibility, and project management
  - Receive at least 51% of total remuneration from specific contract
  - Shares in profits and losses.
- Outline of work to be performed, including time and labor

**Mentor Venture (MV)**

- Joint Venture with another Firm. Another firm is one of the following.
  - DBB
  - DBSB
  - DRB
  - DBMBC
- Written, Signed, Notarized Contract/ Agreement between both firms that proves the DBB, DSB, DRB, or DBMB is:
  - Substantially included in all phases of contract, including bidding and staffing
  - Provides at least 30% of total performance, responsibility, and project management
  - Receive at least 30% of total remuneration from specific contract
  - Shares in profits and losses
- Outline of Work to be performed, including disbursement time and labor