



Licensing & Permits  
Buildings, Safety, Engineering and Environmental Department  
Coleman A. Young Municipal Center, 2 Woodward Ave, Suite 402

8:00 AM – 4:30 PM  
313-224-3179  
BLCstaff@detroitmi.gov

**Please Visit BSEED by scheduling an appointment via  
<https://kiosk.us2.gless.com/kiosk/app/home/20281>**

## **Business License – Renewal Approval Guide**

Thank you operating a business within the City of Detroit. This guide will identify the necessary inspections, clearances/approvals required for obtaining your business license. Before attempting to use this guide, an existing account is required. If you are applying for an initial business license, please refer to the “Business License Initial Application Guide.”

1. Customers may initiate the renewal process by contacting Licensing & Permits via phone 313-224-3179, email [blcstaff@detroitmi.gov](mailto:blcstaff@detroitmi.gov), or accessing online via <https://aca-prod.accela.com/DETROIT/Default.aspx>, or visit C.A.Y.M.C., 2 Woodward Ave. Suite 402.
2. Licensing & Permits will invoice the record and provide you with a checklist of required approvals based on your business type. Be sure to schedule all required inspections and apply for all required clearances.
3. Keep record of all inspections and clearances. Licensing & Permits will receive and review all clearances and inspections.
4. You will receive a business license from Licensing & Permits once all approvals are secured.

### **Sec. 28-1-14. – Issuance of license; payment of assessments, fees, and taxes prerequisite to issuance of license.**

**(a)** Subject to any requirements of state law and the provisions of this Code concerning the issuance and renewal of licenses to operate within the City, upon receipt of the requisite departmental approvals and proof of any issuance cover or surety bond that may be required by this Code for the particular businesses, a license shall be issued to the applicant.

**(b)** A license issued under this article shall not be issued to, or renewed for, any applicant owing any assessments, fees, or taxes to the City.

## **Required Approvals**



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- Business License Fire Inspection – Fire Department
- Certificate of Compliance – Property Maintenance Bureau
- Clearance – Treasury, Clearance Unit
- Environmental Health – Health Department
- Food Safety Inspection – Health Department
- Bond / Insurance
  - Submit application online at [bit.ly/codbondapplication](http://bit.ly/codbondapplication)
- Certificate of Occupancy (when permit is finalized) – Construction Inspections

## **Contact Information**

### **Business License Fire Inspection – Fire Department Fire Marshal Division**

**Step 1.** Call to confirm and pay fee.

Phone: 313-596-2963

Hours: 8:30 a.m. to 3:30 p.m.

Note: you can mail your payment or pay via phone with credit card for an additional 3% charge.

**Step 2.** Call to schedule inspection.

Phone: 313-596-2954

Hours: 8:00 a.m. to 5:30 p.m.

In Person (note phone is preferred): 1301 Third St. Detroit MI 48226

### **Certificate of Compliance – Property Maintenance Bureau**

Call to confirm Certificate of Compliance expiration and schedule inspection if needed. You will be mailed an invoice after the inspection takes place. You will not receive your C of C until all fees owed to BSEED have been paid.

Phone: (313) 628-2451

Hours: 8:00 a.m. to 4:30 p.m.

In Person: Buildings, Safety, Engineering and Environmental Department (BSEED)

CAYMC, 2 Woodward, Suite 412

### **Clearance – Treasury, Clearance Unit**

**Step 1.** Get your Personal Property Tax ID. [You must have this in order to apply for a clearance.](#)

Phone: (313) 224-3025

Email: [PersonalProperty@detroitmi.gov](mailto:PersonalProperty@detroitmi.gov)

**Step 2.** Use this link to access the clearance application: <http://bit.ly/detroitclearances>

Once on the website:

Please select the appropriate clearance application. The application includes 2 pages:



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1. Page 1 - Application Information

2. Page 2 - Security submits your social security and/or EIN to the City of Detroit

Both pages are required in order to complete your application. (Failure to do so could result in a longer processing time). Please allow 7-10 business days for an update on your clearance.

Email: [CityofDetroitClearances@detroitmi.gov](mailto:CityofDetroitClearances@detroitmi.gov)

In Person: Treasury, Clearance Unit, CAYMC, 2 Woodward Avenue, Suite 106

### **Health**

You do not need to schedule this inspection. The Health Department will visit your location according to their schedule. If you have any questions, you may call:

Environmental Health: 313-876-0135

Food Safety: 313-876-0135

### **Bond/Insurance**

Submit application online at [bit.ly/codbondapplication](http://bit.ly/codbondapplication)

Contact BSEED Licensing & Permits with questions

### **Police**

Check with BSEED Licensing & Permits about whether you require a Police Department clearance and, if so, whether you need to visit the Police Department or whether they will conduct an unannounced inspection. Some business types that require Police Department clearance include:

- Gas stations
- Pedicabs
- Valet drivers
- Parking lot attendants
- Junk collectors