



Step 0

If Needed—Make Safe Permit

Application Items should include:

- Scope of Work
- Any Site Work
- Footing Stabilization
- Zoning Details
- Fire Concerns

If needed to enter the building for deeper analysis. Size of space, proposed uses, Occupancy, Temporary or Permanent? Expand/future Phases

**Buildings, Safety Engineering & Environmental
Department
2 Woodward Ave.
Suite 409**



Step 1

Intake Form Application

Application Scope Items to be review for eligibility to Include:

- Intended/Desired Use (s)
 - Current Zoning
 - Total Building Area
- Percentage of Building Intended/Desired or Activation
 - Project Narrative
- Estimated Time Frame/Schedule of Activation (s)
 - Preliminary Plan Review (PPR)

Phone Numbers:

Property Maintenance: (313) 628-2451

Plan Review/Permits: (313) 224-0297



Step 2

Get Started

Actual Building Permit Application

Depending on results of Intake Application, Site Plan review and/or Special Land Use may be required

Projects that has more than **5,000** square feet of gross floor area and/or land, except that, on land zoned M1, M2, M3, M4 or M5, the threshold for industrial uses shall be 50,000 square feet of gross floor area and or land;

Applications for proposed permitting that meet any one or more of the applicability criteria in this section shall be reviewed through the Tactical Preservation process. Developments that do not meet any of the applicability criteria in this section shall be reviewed by the Buildings, Safety Engineering, and Environmental Department through its standard permitting process.