



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

## Business License – Initial Application Guide

Thank you for your interest in operating a business within the City of Detroit. This is a step-by-step guide to initiate your business license application. Before you apply, you should confirm whether or not your business type requires a license. Please refer to the list titled "Businesses Licensed by the City of Detroit" and contact Licensing & Permits with questions. If you require a business license, you need to renew your license annually. For instructions on the renewal process, please refer to the guide "Business License Renewal Application Guide."

**IMPORTANT NOTE:** The legal use of the business location must reflect the business type. For any concerns in relation to zoning or legal use, contact the Development Resource Center (313-224-2DRC or [drc@detroitmi.gov](mailto:drc@detroitmi.gov) or CAYMC Suite 434)

### Steps to Complete

The business license application can be completed online or in-person. [Visit detroitmi.gov/bseed](https://detroitmi.gov/bseed) to create an account on eLAPS/Accela. Inspections are scheduled by phone or in-person.

1. Submit your completed business license application and all legal supporting documents (see list below. If completing the application online, you will need to upload these supporting documents.)
2. Licensing & Permits will review your application, check for accuracy, accept it, and invoice the account.
3. Pay the business license fee. **IMPORTANT NOTE:** receipt of payment is not a business license.
4. Licensing & Permits will provide you with a checklist of required approvals based on your business type. (If completing the application online, you will receive this list via e-mail). Schedule all required inspections and apply for all required clearances.
5. Keep record of all inspections and clearances. Licensing & Permits will receive and review all clearances and inspections. You will receive a business license from Licensing & Permits once all approvals are secured.



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### **Legal Supporting Documents**

Applicants must submit the following with business license application

1. Assumed Name or Articles of Corporation Papers
2. Information for all applicants and/or stockholders/corporation officers
  - a. Driver's License/State I.D./Passport
  - b. Contact Information; Email Address/Telephone #
3. Federal Identification Number (if applicable)
4. Proof of property ownership: Notarized Lease, Land Contract/Property Deed, registered with Wayne County)
5. Personal Property Tax ID # (if unknown, contact the Office of the Assessor, 313-224-3025 or PersonalProperty@detroitmi.gov or CAYMC Suite 804)
  - a. Apply for Finance clearance via <http://bit.ly/detroitclearances>
6. State of Michigan Liquor License Activity Document (if applicable)
7. Acceptable form of payment: cash, certified check, money order, credit card

You need to be aware of the municipal code that applies to the operation of your business in the City of Detroit. Please visit <https://library.municode.com/mi/detroit> for reference.