

CITY OF DETROIT
**QUICK START
PERMITTING
GUIDE**



CITY OF DETROIT
**DEVELOPMENT
RESOURCE CENTER**

permits.detroitmi.gov



CITY OF DETROIT
**DEVELOPMENT
RESOURCE CENTER**

Coleman A. Young Municipal Center
Room 434

Address:
2 Woodward Ave.
Detroit, MI 48226

Hours:
Monday - Friday
8:00 AM - 4:30 PM

Phone: (313) 224-2DRC
detroit.mi.gov/DRC

**DEVELOPMENT
RESOURCE CENTER**

The Detroit Development Resource Center is a division of the Buildings, Safety, Engineering and Environmental Department (BSEED) designed to help you get your project to the finish line.

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**COLOR CODED
NAVIGATION**

To make your visit to the 4th floor of the Coleman A. Young Municipal Center simple and fast, the print forms, applications, signage, and counters are color coded by division for clarity and ease of navigation.

	Licensing & Permits
	Construction Inspection
	Development Resource Center
	Environmental Affairs
	Plan Review
	Property Maintenance
	Special Land Use


**HELPFUL CONTACTS FOR
PERMITTING + LICENSING**

Licensing & Permits	Phone: (313) 224-3179 Email: BLCstaff@detroitmi.gov
Construction Inspection	Phone: (313) 224-3202 Email: inspections@detroitmi.gov
Development Resource Center	Phone: (313) 224-2DRC Email: drc@detroitmi.gov
Electronic Applications	Phone: (313) 628-2727 Email: BSEEsupport@detroitmi.gov Website: www.detroitmi.gov/bseed/elaps
Environmental Affairs	Phone: (313) 471-5115
Electronic Plan Review	Phone: (313) 224-2372 Website: www.detroitmi.gov/bseed/eplans
Property Maintenance	Phone: (313) 471-5121 Website: www.detroitmi.gov/rental
Special Land Use	Phone: (313) 224-1317 Email: zoning@detroitmi.gov
Detroit Health Department	Phone: (313) 876-4000 Website: www.detroitmi.gov/health
Health Department - Food Safety	Phone: (313) 876-0135 Website: www.detroitmi.gov/foodsafety

**HELPFUL CONTACTS FOR
TRADE PERMITS + INSPECTIONS**

Boilers	Phone: (313) 628-2433
Buildings	Phone: (313) 628-2458
Electrical	Phone: (313) 224-3130
Elevator	Phone: (313) 224-9401
City Engineering	Phone: (313) 224-3935
Fire	Phone: (313) 596-2963
Health - Food Safety	Phone: (313) 876-0135
Mechanical	Phone: (313) 224-3189
Plan Review / Permits	Phone: (313) 224-2372
Plumbing	Phone: (313) 224-3157
Property Maintenance	Phone: (313) 471-5121
Right of Entry	Phone: (313) 628-2459
Signage	Phone: (313) 224-2372
Zoning	Phone: (313) 224-1317

NOTES

	STEP 1	STEP 2	WHEN APPLICABLE		STEP 3	STEP 4	STEP 5	STEP 6	RENEW	
 <p>Learn if your proposed use is by-right or requires additional review.</p> <p>www.zoning.detroitmi.gov</p>	<p>Apply for permits.</p> <p>For a list of permits required for your project, please visit:</p> <p>www.permits.detroitmi.gov</p>	PERMITS ISSUED BY LICENSING & PERMITS	<p>Apply for Health Dept. approval.</p> <p>Submission package can be picked up from the Detroit Health Department or downloaded from www.detroitmi.gov/health</p>	<p>Schedule your pre-opening inspection.</p> <p>After completion of construction contact the Food Safety division of the Health Department to schedule.</p>	<p>Begin construction upon issuance of permits.</p> <p>During construction, please post your permits on the exterior of your property.</p>	<p>Schedule City of Detroit inspections.</p> <p>You may request an inspection by calling the BSEED Construction Inspection division.</p> <p>Inspections are required for all trades.</p>	<p>Apply for a Certificate of Occupancy of Compliance.</p> <p>After approved final inspections, for all trades, these will be required to open your business & begin operation.</p>	<p>Apply for a business license.</p> <p>Some uses require a business license, but not all. View the list of businesses requiring a license on Form L-0.</p>	<p>Open your business.</p> <p>Don't forget: Your licenses have to be renewed annually and your certificate of compliance every two years.</p>	
Divisions are color coded for simple navigation.	ZONING DIVISION		PLAN REVIEW	HEALTH DEPT.	HEALTH DEPT.	CONSTRUCTION INSPECTION	CONSTRUCTION INSPECTION	CONSTRUCTION INSPECTION	LICENSING & PERMITS	
Apply Online https://aca3.accela.com/detroit	✓		✓			✓			✓	✓
Apply In Person Coleman A. Young Municipal Center, Room 434			✓	Apply In Person at 3245 E. Jefferson Detroit, MI 48207	✓	✓	✓	✓	✓	✓
E-Plans Submission www.detroitmi.gov/BSEED/eplans	✓		✓	ePlans submission is only available if applying with a building permit.						
Approval Wait Time	Varies with use	2-25 DAYS	2-30 DAYS	N/A	N/A	1-5 DAYS	3-5 DAYS	14-21 DAYS		

	PLAN REVIEW						CONSTRUCTION INSPECTIONS	ENVIRONMENTAL AFFAIRS
	MECHANICAL PERMIT	ELECTRICAL PERMIT	PLUMBING PERMIT	BOILER PERMIT	BUILDING PERMIT	ELEVATOR PERMIT	RIGHT OF ENTRY	
PERMIT PROCESSING WAIT TIME	2-3 DAYS	2-3 DAYS	2-3 DAYS	2-3 DAYS	1-2 DAYS: 1 or 2 family residential 20 DAYS: larger commercial	2-3 DAYS	2 WEEKS	
SUBMISSION REQUIREMENTS	Permits are required for any heating, cooling, gas piping, air distribution or exhaust system, new or alteration.	Electrical Permit Application Form C-4	Current State of Michigan Contractor's License	The Boiler Division performs two types of inspections, and the basic requirements for each are listed below	Construction drawings by licensed engineer or architect	Elevator Permit Application Form C-1, C-2	Scope of Work	
		Current and valid City of Detroit Electrical Contractor's License ⁺			Complete site plan	State of Michigan Driver's License	Site Map	
	Mechanical Permit Application Form C-3	Business Tax ID Information	Current State of Michigan Master Plumber's License ⁺	Required for High-Pressure, Low-Pressure over 300 square feet (alternating internal & external) and all equipment installations and repairs	Soil erosion and sedimentation control permit (if required) from Wayne County Department of Public Environment, Land Resource Management Division	City of Detroit Elevator Contractor's License	Certificates of Insurance & Endorsements	
	Valid State of Michigan Mechanical License ⁺	Worker's Compensation Insurance Carrier Information						ANNUAL
	State of Michigan Driver's License or State ID	Business MESC Number			Required for pressure vessels exceeding 30 pound-forces per square inch (psi)	Copy of the geotechnical investigation and analysis report		Plans for Installation

⁺Make sure your commercial trade license is registered & renewed with the City