

RESIDENTIAL GUIDE



Building or Rehabbing Your Home

Your guide through the licensing and permitting process in the city of Detroit



Buildings, Safety Engineering
& Environmental Department

About this Guide:

This is a starting point - a way to gauge your progress and identify the next steps for your plan. Please take advantage of the contact information provided to ask questions.

These processes and resources are subject to change, and your unique home may require additional steps. It is always a good idea to seek out mentors who have been in your position before. Fees are not included on this brochure but do apply to some of the steps within.

ADDITIONAL RESOURCES:

Build Institute

www.BuildInstitute.org

(313) 265-3590

Motor City Match

www.MotorCityMatch.com

(844) 338-4626

Historic Commission

www.detroitmi.gov/Government/Boards/Detroit-Historic-Commission-FAQs

Jennifer Ross - (313) 224-8907

Audra Dye - (313) 224-6543

[BSEED Property Maintenance Rental Resources](#)

Building Safety Engineering and Environmental Department

www.DetroitMI.gov/BSEED

(313) 224-2733

DISCLAIMER: The proposed work must be performed under the latest applicable codes and requirements of the City of Detroit and the applicant must take full responsibility for all code compliance, fees and inspections related to the installation/work performed.



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Step 1
Do The Research

Before you invest in a property, get educated and thoroughly investigate whether the space meets your needs.

- Create a business plan and research funding opportunities.
- Consult a qualified real estate broker for guidance when looking for a location.
- Find out the zoning district and whether or not your home is in a historical district. For information about your home, check out www.zoning.detroitmi.gov.
- If your home is in a historical district, consult the Detroit Historic Commission for rules and regulations before making any changes to the exterior of the home.

Phone Numbers:
Zoning Counter: (313) 224-1317
Historic Commission: (313) 224-8907



Step 2
Submit Your Plans & Begin Construction

Once you've gathered all of the information that you need, it's time to plan and execute any necessary construction

- Prepare your plans or written scope of work. An architect or engineer may be required for structural items.
- If your project includes new construction, repairs or alterations, you will need to submit plans or a scope of work and [apply online](#) for a building permit with BSEED.
- After your plans/scope of work have been reviewed and approved and you have secured your permit from BSEED, you may start any necessary construction.
- Schedule and pass the required inspections.

Phone Numbers:
BSEED DRC: (313) 224-2372
BSEED Plan Review: (313) 224-3233
BSEED Inspections: (313) 224-3202



Step 3
Welcome Home!

Once you've passed the necessary inspections, you are almost there!

- Apply for a Certificate of Occupancy (new homes) or Certificate of Acceptance (alterations or repairs)
- Work with other agencies to obtain the necessary licenses as applicable (example: The Dept of Licensing and Regulatory Affairs Liquor Control Commission).
- If you plan to rent your property, register your rental property and obtain a certificate of compliance from BSEED Property Maintenance Division.
- Schedule and pass the necessary inspections annually to maintain compliance with city codes.

Phone Numbers:
BSEED Property Maintenance
Rental Registrations/Inspections: (313) 628-2451