

7 STEPS

How to Open a Business in Garden City



Verify Zoning.

Before purchasing property or signing a lease, please check the zoning of the property to ensure the proposed use is permitted at the desired location. The zoning approval process should also be verified. Uses may be permitted by right or by special land use approval. Those uses that are permitted by special land use approval will also require approval of both the Planning Commission and City Council.



Apply for Required Permits.

Check with the Building Department to determine if any permits will be required for proposed changes to the interior or exterior of a building, to a parking lot or construction of any new structure or building.



Apply for Certificate of Occupancy.

After all necessary permits have been obtained, a complete re-use/occupancy application must be submitted to the Building Department.



Zoning Review, Site Inspection, and Approval.

The re-use/occupancy application will be reviewed for completeness and compliance with Zoning Ordinance requirements. A site visit will be performed to identify any site maintenance or other code violations. Once the zoning is approved the applicant will be notified and a list of zoning violations will be provided. All violations must be addressed prior to building occupancy.



Schedule Building Inspections.

Upon notification of zoning approval, the applicant must contact the Building Department and schedule interior building inspections. Inspection results are typically provided to the applicant within one business day. If a re-inspection is required it should be scheduled after the violation has been addressed.



Apply for Business License.

At the same time the building inspections are scheduled, an application for a business license must be completed at the City Clerk's Department. A license is required for all businesses in the City.



Approval and Issuance of Certificate of Occupancy and Business License.

After all inspections have been performed and final zoning and building approvals have been obtained, a Certificate of Occupancy will be issued. A business license will be issued at the same time as the approved Certificate of Occupancy.

**CITY HALL**

6000 Middlebelt Road
Garden City, MI 48135
(734) 793-1600

**BUILDING
DEPARTMENT**

(734) 793-1650

INSPECTIONS LINE

(734) 793-1656

PLANNING DEPARTMENT

(734) 793-1663

CITY CLERK/TREASURER

(734) 793-1620

FIRE DEPARTMENT

(734) 793-1780

PUBLIC SERVICES

(734) 793-1800

TAXES/ASSESSING

(734) 793-1610

WATER DEPARTMENT

(734) 793-1630

Applications and additional information
are available online at

www.gardencitymi.org