

OPERATION COMPLIANCE

PROPERTY OWNER GUIDE

for Rental, Commercial, Residential
and Dangerous Buildings



BUILDINGS, SAFETY
ENGINEERING AND
ENVIRONMENTAL
DEPARTMENT





We are committed to providing a better quality of life for the citizens, business owners and visitors of the City of Detroit. Working with property owners or educate and ensure all properties are clean, safe and in compliance with City code is an important step in making sure Detroit remains a great place to live or own a business.

DAVE BELL
Director

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PROPERTY MAINTENANCE DIVISION TOP BLIGHT VIOLATIONS

IN THE CITY OF DETROIT

Ordinance 8-15-35(a)

Failure of Owner to Obtain Certificate of Compliance.

All buildings and structures shall be required to have a certificate of compliance issued by the Buildings, Safety Engineering and Environmental Department: (1) All buildings and structures required to be inspected pursuant to 8-15-34(d) (1) of the 2019 Detroit City Code; and (2) One- and Two-family dwellings, or any part of a residential structure, which are occupied by persons pursuant to an oral or written rental contract or lease agreement for monetary compensation. This requirement shall not include one-family dwellings which are occupied by the owner of the structure and the owner's immediate family and those portions of a two-family dwelling which are occupied by the owner and the owner's immediate family.

COMMENTARY:

All residential rental property and commercial structures must be inspected on a regular basis. Vacant property, hotels, motels and shelters are inspected annually, commercial structures and apartments are inspected every 2 years and 1-2 family homes are inspected every 3 years. Once inspection fees are paid an Inspector conducts an inspection of the premises and a Correction Order is issued. The Correction Order will indicate the needed repairs, if any, and a deadline for compliance. The Certificate of Compliance is provided upon a re-inspection which shows the Correction Order has been complied with. Citations under 8-15-35 are written by Inspectors with the Buildings, Safety Engineering and Environmental Department.

Fine & fees amount: \$280 plus any remediation costs.





Ordinance 8-15-104

Failure to Maintain Property Free from Weeds and Overgrowth.

All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight (8) inches and from all noxious weeds. For purposes of this section, weeds and plant growth shall include all grasses, annual plants and vegetation other than trees or shrubs, but does not include plant growth in exterior areas where flowers and gardens are maintained and cultivated.

COMMENTARY:

The most common violations of this ordinance occur along the fence line at the rear of the subject property. Citations under 8-15-104 are most often written by the Buildings, Safety Engineering and Environmental Department Inspectors and Neighborhood Police Officers.

Fine & fees amount:
\$80 plus any remediation costs.



Ordinance 8-15-110(a)

Storage of Inoperable Vehicles

Except as provided for in other provisions of the 2019 Detroit City Code, it shall be unlawful to keep, park, or store inoperative or unlicensed motor vehicles on any premises or property, including any motor vehicle which is in a state of major disassembly, disrepair, or in the process of being stripped or dismantled, provided, that an individual may perform mechanical work on one (1) motor vehicle on the premises or property as long as such work is performed inside a garage or other enclosed structure or area designed and approved for such purposes.

COMMENTARY:

Inoperable or unlicensed vehicles cannot be stored in a person's yard. Vehicles with an expired or no plate may cause the property owners to be issued a citation. Citations under 8-15-110 are most often written by the Buildings, Safety Engineering and Environmental Department Inspectors and Neighborhood Police Officers.

Fine & fees amount:
\$130 plus any remediation costs

Ordinance 8-15-81(a)

Failure to Register a Rental Property

The owners or agents of rental property shall register all rental dwellings with the Buildings, Safety Engineering and Environmental Department and obtain a certificate of registration as provided for in this section.

COMMENTARY:

All rental property in the city of Detroit must be registered with the Buildings, Safety Engineering and Environmental Department. There is no fee for registration. A property owner may obtain a Non-Rental Affidavit if the property is occupied by a family member who is not paying rent or taxes on the property. Citations under 8-15-81 (a) are written by Inspectors with the Buildings, Safety Engineering and Environmental Department

Fine & fees amount:
\$280 plus any remediation costs



Ordinance 8-15-111

Failure to Remove Graffiti

Any graffiti on any exterior surface of any building, premises, or structure is unlawful and is declared a public nuisance. The owner of the property is responsible for the abatement of any graffiti upon the property. The owner shall have the continuing responsibility to remove graffiti, maintain the property free of graffiti, and to restore any exterior surface that has been damaged by graffiti.

COMMENTARY:

Business owners who fail to remove graffiti in a timely manner risk having the removal done by the General Services Department and adding thousands of dollars in removal costs to their judgments. Citations under 8-15- 111 are written by Buildings, Safety Engineering and Environmental Inspectors and Neighborhood Police Officers.

Fine & fees amount:
\$130 plus any remediation costs.

*The amount of a fine may be higher based on the volume of the type of structure (Chapter 8)

Ordinance 8-15-82(g)

Failure to Obtain a Lead Clearance Report

It shall be unlawful for a rental property to be occupied without a lead-clearance report being obtained and provided to the Buildings, Safety Engineering and Environmental Department.

COMMENTARY:

The purpose of the lead inspection and reporting requirements is to protect the health and welfare of children who occupy rental property that contains lead-based paint hazards. Citations under 8-15-82(g) are exclusively written by Buildings, Safety Engineering and Environmental Inspectors.

Fine & fees amount:
\$530 plus any remediation costs.

This is provided for informational purposes only and the commentaries are non-binding. For a complete copy of the applicable ordinance, please contact the Office of the Detroit City Clerk.



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VACANT PROPERTY

COMMERCIAL, RENTAL AND RESIDENTIAL REQUIREMENTS

8-15-113

In addition to the other applicable requirements set forth in this division, each vacant building or structure shall remain in compliance with the following requirements during the time that the building or structure is vacant;

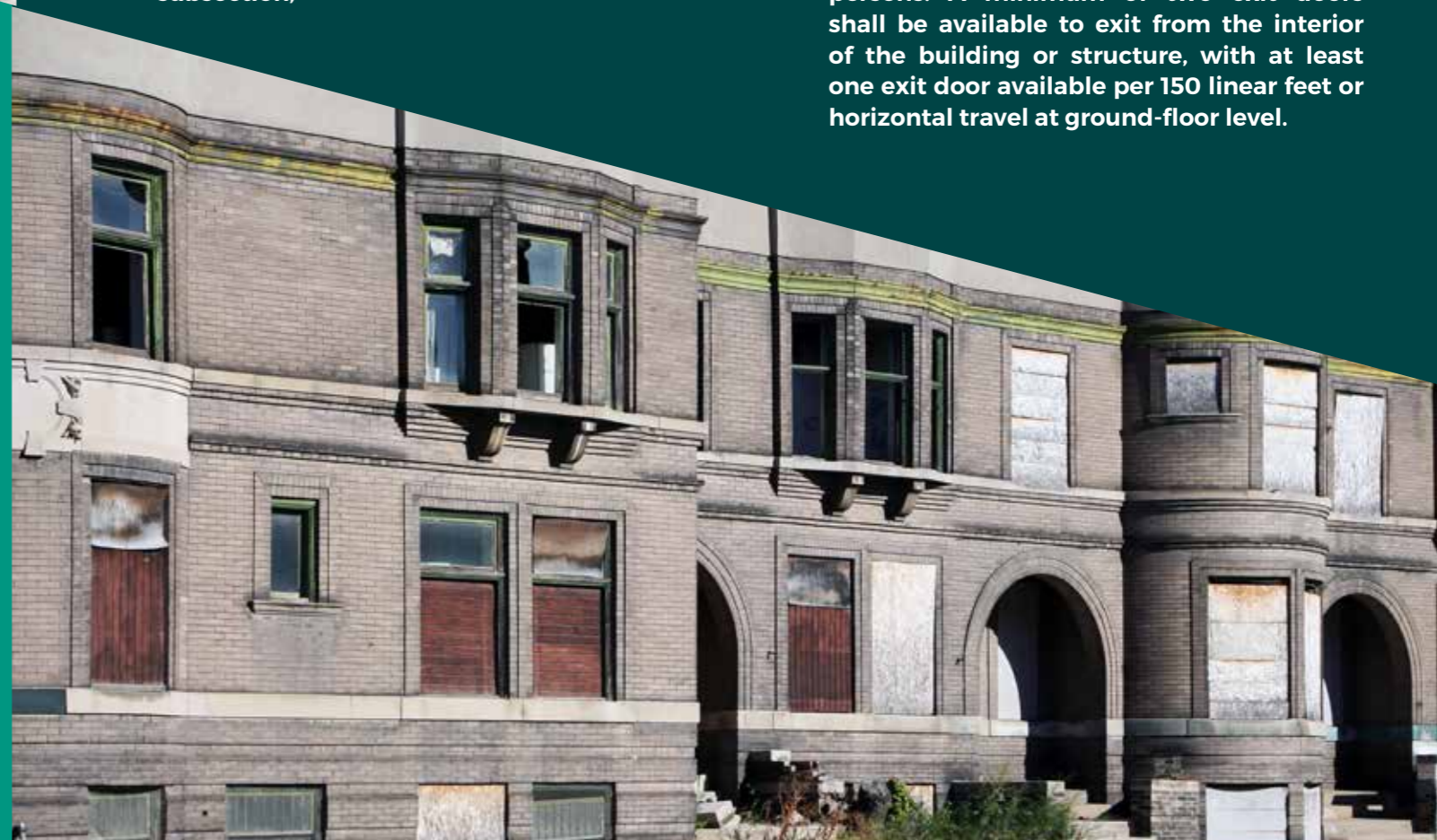
- 1 All grass and weeds on the premises, including grass and weeds that abut sidewalks, gutters and alleys, shall not be permitted to grow more than eight inches in height;
- 2 All dead or broken trees, tree limbs or shrubbery shall be cut and removed from the premises;
- 3 The interior walkway leading to the main entry door, and any public sidewalk adjoining the lot, shall be cleared and remain free of snow;

- 4 Debris, garbage, litter, rubbish, or any solid waste that creates a health, safety or fire hazard, including, but not limited to, any mail or flyers which have been delivered to the building or structure, shall not be permitted to accumulate on any portion of the exterior lot of the building or structure;
- 5 Foundations, basements, cellars, and crawlspaces shall be maintained in sound and watertight condition, shall be adequate to support the building or structure, and shall protect against the entry of rodents or other animals;

- 6 Exterior walls shall be free of holes, breaks, loose or rotting boards or timbers, and any other condition, which might allow dampness rain or dampness to enter the interior portions of the walls or the interior spaces, and shall protect against the entry of rodents or other animals;
- 7 Peeling paint shall be removed from all exterior surfaces of any building or structure; Exterior windows and doors shall be maintained in sound condition and good repair. Windows and doors shall fit tightly within their frames and the frames shall be constructed and maintained in such relation to the adjacent wall construction so as to prevent rain or dampness from entering the building or structure. Any window that is broken, cracked or missing glass or glazing shall be replaced and maintained in good repair, or the opening for the building or structure shall otherwise be adequately secured pursuant to this section;
- 9 All exit areas shall have continuous exterior lighting from dusk to dawn, provided, that the normal intensity of lighting shall be not less than two foot candles per square foot on the floor surfaces, within an eight-foot radius around said exit and shall shine away from adjacent properties. This requirement may be met by the use of battery-powered or solar-powered lighting where such lighting meets the performance standards set by this subsection;

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- 10 As applicable, all openings of a building or structure shall be closed and secured using secure doors, glazed windows, commercial-quality steel security panels, or filled with like-kind material as the surrounding wall to prevent entry by unauthorized persons and, except as authorized by Sub-section (10) (11) of this section, the use of plywood is prohibited. All barricades shall be secured to the building or structure in such a manner that entry to the building or structure through the barricade is not possible, unless the barricade has a lock device and is designed to be opened and closed to allow for authorized or legal access to the building or structure;
- 11 Openings that are less than one square foot in area and higher than eight feet above the ground may be boarded with plywood, provided, that the plywood is made weather tight and finished with varnish, or paint of a similar color to the exterior wall, and cut to the inside dimension of the exterior of the opening, and otherwise secured in the manner prescribed by the Buildings, Safety Engineering, and Environmental Department; and
- 12 At least one entrance to the building or structure shall be accessible from the exterior and secured with a door that is locked to allow access only to authorized persons. A minimum of two exit doors shall be available to exit from the interior of the building or structure, with at least one exit door available per 150 linear feet or horizontal travel at ground-floor level.



RENTAL PROPERTIES

WHAT IS RENTAL PROPERTY?

A rental property is a non-owner occupied dwelling that meets one of the following criteria:

Is currently occupied by people, excluding immediate family members (An immediate family member is either a sibling, parent, grandparent, child or grandchild), with a written or oral agreement with the land- lord, with or without monetary compensation.

Will in the future be occupied by people (including non-immediate family members with a written or oral agreement with the landlord, with or without monetary compensation)

Has been advertised to the public, or previously registered with the City as rental property



HOW TO OBTAIN CERTIFICATE OF COMPLIANCE?

The Rental Office is responsible for ensuring all rental properties in the city of Detroit are in compliance according to Chapter 8 of the City Code. In order to receive a Certificate of Detroit City Code Compliance for a rental property the following must be completed:

1 Register your property on the Buildings, Safety Engineering and Environmental Department website

2 Schedule and pass a rental inspection

a. For single- and two-family dwellings schedule your rental inspection with an approved third-party inspection company. A list of approved companies is available on the Buildings, Safety Engineering and Environmental Department website.

b. For properties with three or more units (including condos) schedule your rental inspection by calling 313-628-2451

3 Provide BSEED with a lead inspection/risk assessment and lead clearance report

To find a qualified Lead Inspection Risk Assessment firm go to <https://michigan.gov.lead>

** Dwellings built after 1978 are not required to submit a Lead Clearance Report**

After you have completed the above steps, your property will be issued a Certificate of Compliance as long as there are no outstanding BSEED fees or Blight Violations.

RENTAL INSPECTION

During the rental inspection the Inspector will be looking at the following areas of the dwelling:

STRUCTURAL – Paint, plaster, walls/ceilings, floors, windows, fire safety, chimneys, roof, porches, stairs, smoke detectors, foundations, doors, safe exits, auxiliary buildings, lighting, and ventilation.

ELECTRICAL – dangerous exposed wiring, overloading of circuits, excessive use of extension cords, lighting and receptacle defects

HEATING – inoperative or defective equipment, blocked or obstructed chimneys/ductwork, equipment clearances to combustible items

ENVIRONMENTAL – overcrowding and occupancy issues, junk & debris, vermin, improper storage of refuse, fencing, yards, walkways, driveways and off-street parking

PLUMBING – adequacy of water supply (hot & cold), leaky pipes and faucets, defective fixtures, obstructed sewers and drains and water heater safety devices, venting and before gas piping

The City of Detroit recently amended the ordinance that covers rental properties. Buildings, Safety Engineering and Environmental Department (BSEED) began the Residential Rental Compliance & Enforcement Program focusing on one Zip code per month. The compliance period for each Zip code is 6 months. The rental enforcement effort will cover the entire city and take approximately two years. The chart below outlines the enforcement schedule:

Zip Code	Launch Date	Registration Date	Enforcement Start Date
48215	February 1, 2018	May 1, 2018	August 1, 2018
48224	March 1, 2018	June 1, 2018	September 1, 2018
48223	July 6, 2018	October 4, 2018	January 2, 2019
48219	August 5, 2018	November 3, 2018	February 1, 2019
48209	November 2, 2018	January 31, 2019	May 1, 2019
48210	December 5, 2018	March 5, 2019	June 3, 2019
48206 & 48214	March 7, 2019	June 5, 2019	September 3, 2019
48202 & 48204	April 4, 2019	July 3, 2019	October 1, 2019
48213 & 48238	July 6, 2019	October 4, 2019	January 2, 2020
48203 & 48211	August 5, 2019	November 3, 2019	February 1, 2020
48208 & 48212	November 3, 2019	February 1, 2020	October 1, 2020
48236, 48225, 48205 & 48227	December 4, 2019	March 3, 2020	November 1, 2020
48207 & 48221	March 5, 2020	June 3, 2020	February 1, 2021
48234 & 48216	April 4, 2020	July 3, 2020	March 1, 2021
48201 & 48228	July 6, 2020	October 4, 2020	June 1, 2021
48235 & 48217	August 5, 2020	November 3, 2020	July 1, 2021
48240, 48226 & 48239	November 2, 2020	January 31, 2021	October 1, 2021



If a rental property is not in compliance by the enforcement start date, the property owner could receive a series of tickets including but not limited to failure to obtain a certificate of registration for rental property, unlawful rental of property without a lead clearance, failure of owner to obtain certificate of compliance.

COMMERICAL PROPERTIES

A commercial property is defined as all business, non-profit organizations, churches and other institutions which cannot be classified as a residential building. The Commercial Office is responsible for ensuring all commercial properties in the city of Detroit are in compliance accordance to Chapter 4, Chapter 8 and Chapter 50 of the City Code. Contingent upon the legal use and/or building type, several inspections may occur during the annual inspection. It is our goal for all commercial properties to be clean, safe and in compliance.



Photo:



INSPECTION TYPES



WALL REPORT

A structural report following the guidelines in ASTM E2270- 14 is required for all building 5 stories or higher.

SIGNS AND AWNING INSPECTION

If your property has a sign or awning during the annual inspection, the sign or awning will be inspected to make sure it is compiled to the original permit

Building Inspection: During the annual inspection, the inspector will inspect the conditions of the interior and exterior of the building. The following areas will be inspected:

- Roof and Drainage
- Means of Egress
- Systems, Electrical, Mechanical and Plumbing Integrity
- General Interior and Exterior Maintenance of the Building
- Life Safety

BUSINESS LICENSE

If your operation requires a business license, it will be either approved or denied based on the results of the annual inspection.

SPECIAL LAND USE

A Special Land Use Grant allows a business to operate in a zoning area that is otherwise not allowed to operate in that zoning area. During the annual inspection, the inspector will check that the grant conditions are maintained. When the department finds that this is so, a Certificate of Maintenance of Grant Conditions is issued to the owner.

Commercial Violations

Commercial properties can have both internal and external violations. All violations will be noted in the correction order sent to the property owner after the inspection. Violations must be corrected within the allotted time on the correction order and will range from 1-30 days. Life safety violations require immediate action.

Common violations are:

8-15-101

Accumulation of Solid Waste

8-15-35

Failure of owner to obtain the Certificate of Compliance

8-15-38

Emergency notices and orders

Commercial Enforcement Process

Property owners that fail to comply with the violations in the correction order by the compliance date will be subject to enforcement. The Commercial Office can issue several types of violations. In addition to blight violations and misdemeanor tickets, the Commercial Office can issue other means of enforcement, such as a Discontinue Use, or Vacate Order.

MISDEMEANOR can be issued for violations pertaining to the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure, or for violations of a permit or certificate issued under the Detroit City Code.

DISCONTINUE USE. If you have been issued a "DISCONTINUE USE" letter you have been in violation of specific laws and Zoning Laws.

VACATE ORDER is a legal notice directing you to immediately vacate the property. Vacate orders are issued for many different reasons such as: Illegal Occupancy or Illegal Use, Immediate Life safety violations, Unsanitary or inhabitable conditions for human occupancy and Illegal Operations or Criminal Activity. Re-entry to the property requires a Re-Entry letter.



8-15-101 Accumulation of Solid Waste

Commercial Compliance

A Certificate of Compliance is issued by the Buildings, Safety Engineering and Environmental Department certifying that a commercial property is in full compliance with the City of Detroit Property Maintenance Ordinance. All Commercial properties are required to have a Certificate of Compliance, which is valid for 2 years. Biennial Certificates of Compliance are issued only upon full compliance with the Property Maintenance Code and payment of all applicable fees.

STEPS TO COMPLIANCE

- 1 Schedule an inspection by calling 313-628-2451
- 2 Meet the inspector on-site and give the inspector complete access to the building
- 3 Correct all violations cited on the correction order received via mail from the City of Detroit
- 4 Schedule a re-inspection once corrections are made by calling 313-628-2451
- 5 Pay all inspection fees and fines associated with the property under your ownership
- 6 Request your certificate of compliance



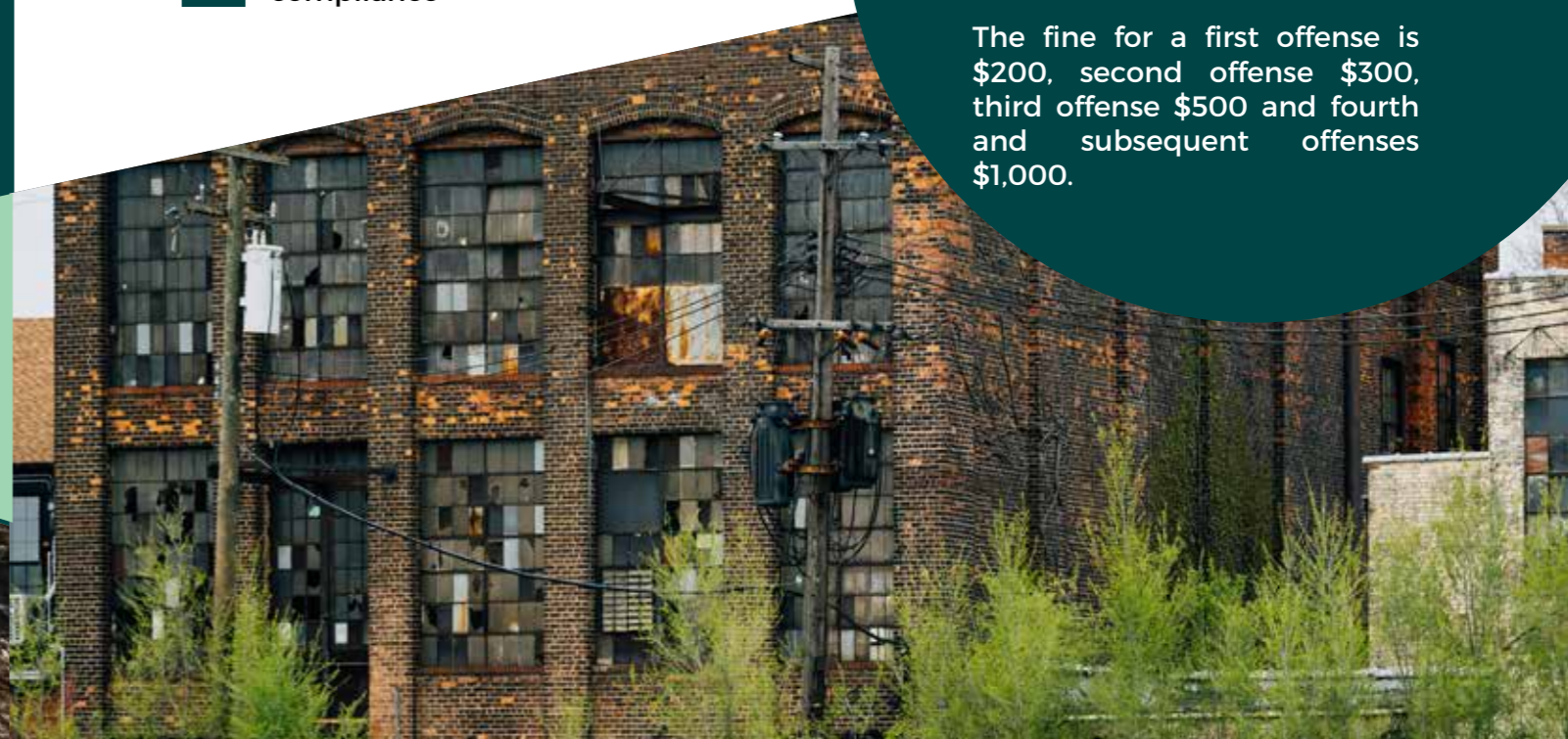
HOW TO STAY IN COMPLIANCE?

- Maintain general maintenance of your building
- 30 days prior to the expiration date of your Certificate of Compliance, contact Property Maintenance at 313-628-2451 to schedule an annual inspection.



Commercial properties must also secure City or private solid waste collection containers and services per City Code section 42-2-80.

The fine for a first offense is \$200, second offense \$300, third offense \$500 and fourth and subsequent offenses \$1,000.





DANGEROUS BUILDINGS

The Dangerous Building office's goal is to ensure the health and safety of the public by enforcing the 2019 Detroit City Code Chapter 8 to protect residents of Detroit from unsafe blighted and dangerous structures. Individuals can contact BSEED Dangerous Buildings at 313-224-3215 to report the following:

Sec 8-17-21

Vacant and Open Structure

A building or structure vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

Sec 8-17-21

Vacant and Not Maintained Structure

A building or structure, including, but not limited to, any commercial building or structure, that remains unoccupied for a period of 180 consecutive days or longer and is either not listed as being available for sale, lease, or rent with a real estate broker who is licensed under article 25 of the Michigan Occupational Code, or is not posted as being for sale by the owner(s).



Sec 8-17-21

Fire Damage Structure

The building or structure is damaged by fire, wind, or flood, is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing nuisance or an unlawful or immoral act.

Sec 8-17-21

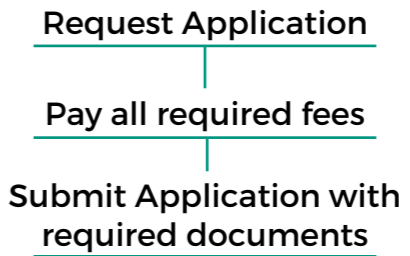
Collapsing Structure

A building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support of such building or structure, or portion thereof, or for other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.

Property Ordered Demolished

If your property has been ordered demolished (ODM) by City Council, you must apply for a deferral in order to have it removed. To apply, visit Dangerous Buildings at Coleman A. Young Municipal Center 4th floor - Suite 418. Following is the process:

COMMERCIAL & RESIDENTIAL PROCESS



Residential

Property owner(s) are allowed 180 days for complete compliance from the date City Council approves deferral. Individuals must schedule and pass pre-sale inspection and obtain Certificate of Compliance within 180-day time frame.

Commercial

Property owner(s) must provide progress update at 45 days; 90 days; 135 days and meet conditions of the deferral. Owners must provide proof of Certificate of Compliance within 180 days from the date City Council approves deferral.



Before



After

Residential



Order Demolished (ODM)



Deferral

Commercial

ENVIRONMENTAL CONTROL INSPECTORS

BSEED Environmental Enforcement section provides community outreach and training activities to familiarize residents with ordinance requirements on the storage, handling and transport of solid waste. Environmental Control Inspectors are the primary way we investigate, educate and protect the city against solid waste related issues.

Environmental Control Inspectors respond to requests initiated in the Improve Detroit application, including but are not limited to:

- ✓ Tall grass/weeds over 8 inches
- ✓ Snow and ice not removed 24 hours snowfall
- ✓ Inoperable vehicles on private property
- ✓ Improper placement of garbage container between collections
- ✓ Rat harborage
- ✓ Allowing solid waste to lie about a property
- ✓ Illegal dumping
- ✓ Use of approved containers belonging to other persons or premises.



Concerns relating to curbside solid waste, illegal dumping, and rodents can be reported via Improve Detroit:

<https://detroitmi.gov/webapp/improve-detroit-report-issue-online>

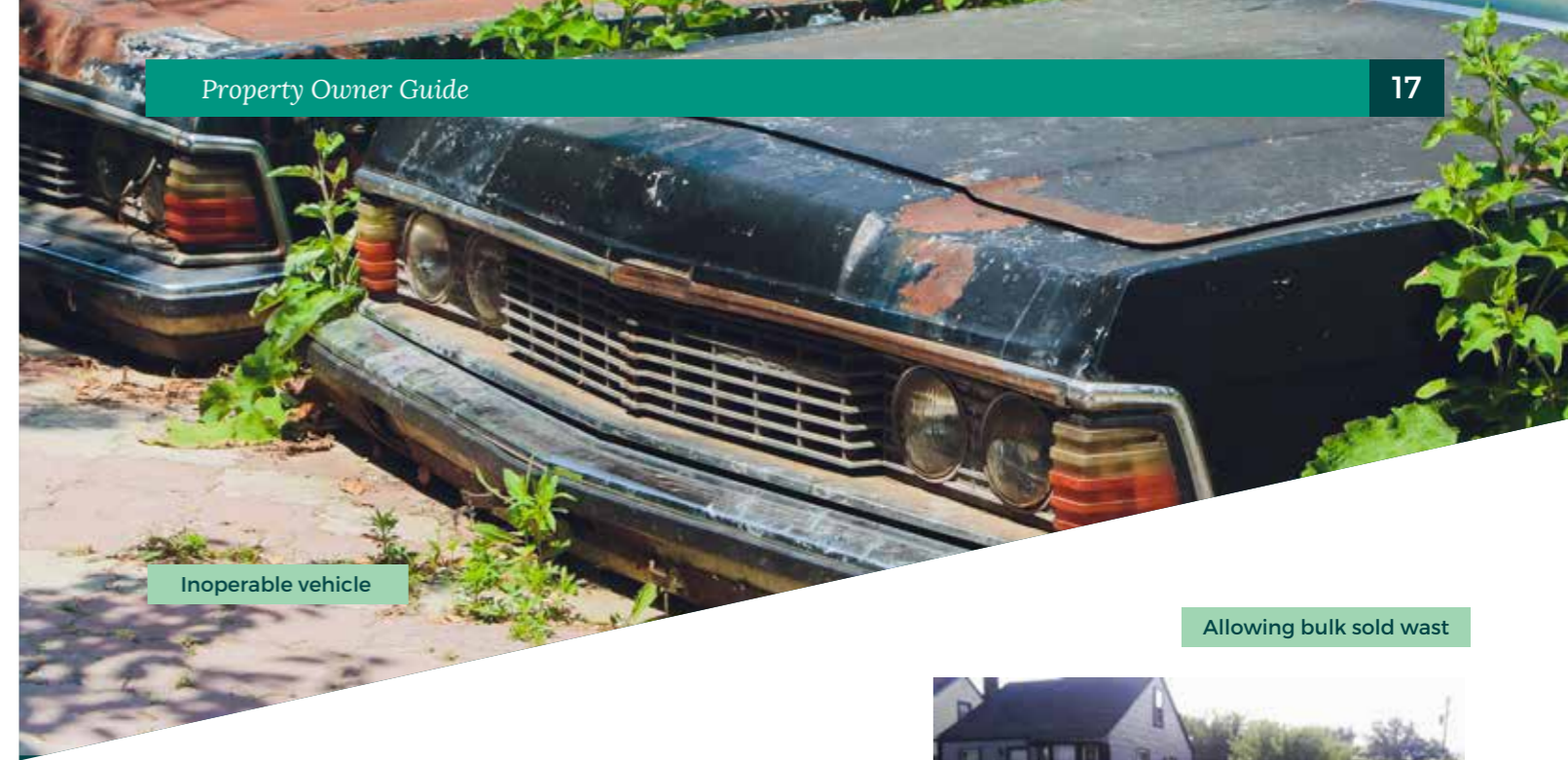
NOTE: All disputes should be directed to the inspector listed on your correction order or ticket.



Concerns relating to curbside Concerns relating to tall grass/weeds, snow/ice, and/or inoperable vehicles may be called in to:

313-876-0426

Tall Grass



Inoperable vehicle

Allowing bulk sold wast



Enforcement Process

After a complaint is received through Improve Detroit, an inspector will visit the property to determine if any violations are present. While at the location the inspector may leave a warning notice if there is less than ten cubic yards at an occupied single family residential structure. You will have 48 hours to respond to the warning notice before the inspector reinspects the location.

Do not ignore this warning, if you are unable to comply within the allotted time, contact the inspector to request additional time. If you fail to correct the issue(s) in the allotted time, the inspector can write tickets on the property. To avoid a ticket, you must correct all the issues listed on your warning notice.

NOTE:

All disputes should be directed to the supervising inspector at 313.876.0426

Tall grass and can out too early late



DISTRICT INSPECTORS

District Inspectors are assigned to work closely with district officials to ensure community driven blight concerns are addressed. Although District Inspectors are located in different offices throughout the Property Maintenance Division, their primary role is to act as a voice and point of contact for blight enforcement in their respective district. Inspectors maintain working relationships with the Department of Neighborhoods, City Council, DEGC (Detroit Economic Growth Corporation) business liaisons, and frequently attend community meetings. To find your district, see the map below.

District Inspectors respond heavily to blighted structures. Requests include but are not limited to:

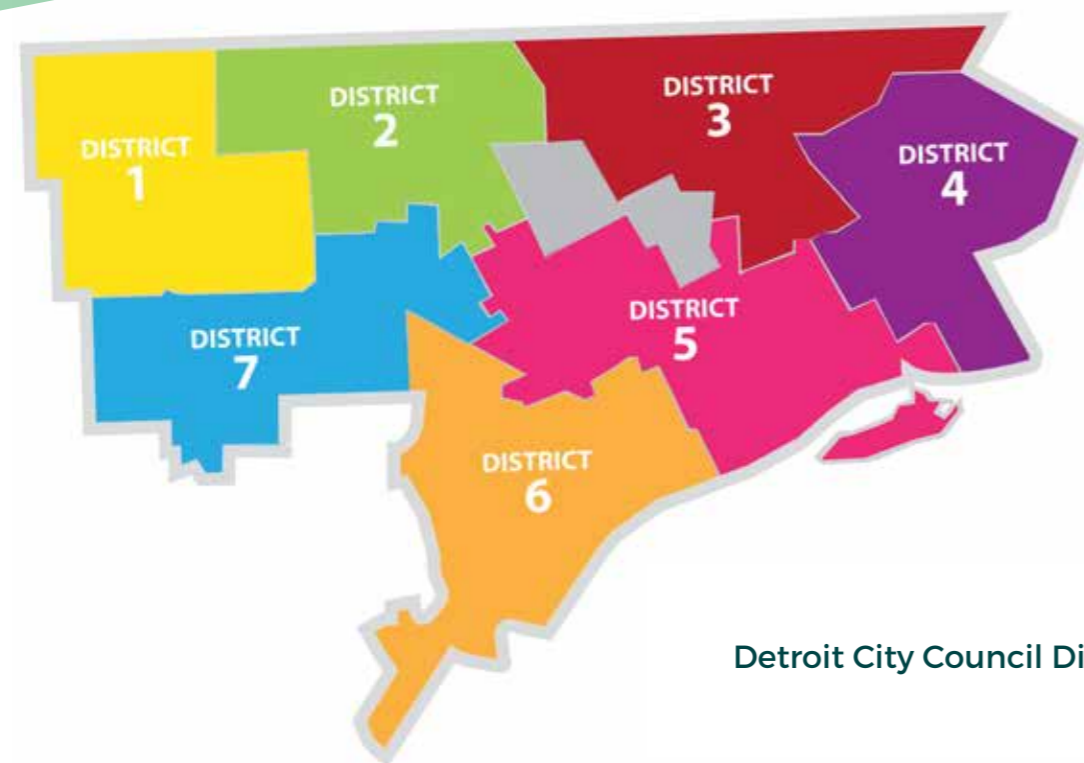
- Poor maintenance of a home
Broken windows, structural damage, combination of issues, etc.
- Graffiti
- Poor maintenance of fences
- Razor wire
Razor Wire is only allowed in industrial zones.



Concerns isolated to overgrowth, curb-side waste, illegal dumping, and rodents can be reported via Improve Detroit:

<https://detroitmi.gov/webapp/improve-detroit-report-issue-online>

NOTE: All disputes should be directed to the inspector listed on your correction order or ticket.



Detroit City Council District Map



AUTHORITY

Sec. 1-1-10.

Designation of public servants to have concurrent authority with police officers to enforce Code; authorization for public servants to issue and serve appearance tickets, citations, complaints, and notices.

a)

Where any City department or agency that is specifically authorized by the Charter or by this Code to administer and enforce any provision of this Code, or any rule or regulation promulgated pursuant thereto, such City department or agency shall designate public servants employed by the City, who shall have concurrent authority with police officers, to enforce any provision of this Code, or any rule or regulation promulgated thereto, with respect to the particular class of offenses that the subject City department or agency is authorized to enforce.

b)

Any public servant employed by the City who is designated by a City department or agency to enforce any provision of this Code, or any rule or regulation promulgated thereto, is hereby specially authorized to issue and serve upon a person an appearance ticket, a citation, a complaint, or other written notice with respect to a particular class of offenses of less than felony grade where the public servant has reasonable cause to believe that the person has committed an offense.

(Code 1984, § 1-1-9(g); Ord. No. 20-97, § 1(1-1-9(f)), eff. 7-25-1997; Ord. No. 22-04, § 1(1-1-9(g)), eff. 7-23-2004; Ord. No. 15-07, §1, eff. 6-1-2007)

BUSINESS LICENSE ORDER

DATE _____

NAME OF BUSINESS: _____

LOCATION: _____

LICENSE TYPE: _____

DENIAL REVOCATION SUSPENSION DISCONTINUE USE

CASE NO.: _____

PURSUANT TO SECTIONS 30-1-16, 30-1-17, AND _____ OF THE 1984 DETROIT CITY CODE, A HEARING OFFICER FOR THE CITY OF DETROIT BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT HAS DENIED REVOKED SUSPENDED THE ABOVE-REFERENCED OPERATION/LICENSE.

THIS OPERATION IS HEREBY CLOSED AND SHALL NOT BE CONDUCTED UNTIL BROUGHT INTO COMPLIANCE WITH THE CITY OF DETROIT'S BUSINESS LICENSE REQUIREMENTS AND/OR ANY ORDERS ISSUED BY THE BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPARTMENT OR HEARING OFFICER. THIS OPERATION HAS NO CURRENT BUSINESS LICENSE FROM THE CITY OF DETROIT TO OPERATE LAWFULLY.

IN ACCORDANCE WITH SECTIONS 1-1-9 AND _____ OF THE 1984 DETROIT CITY CODE, OPERATION OF A BUSINESS AT THIS LOCATION WITHOUT A VALID BUSINESS LICENSE FROM THE CITY OF DETROIT SUBJECTS THE OWNER OR PERSON TO A MISDEMEANOR VIOLATION AND, UPON ARREST, A PENALTY OF UP TO 90 DAYS, OR BOTH IN THE DISCRETION OF THE COURT.

APPLYING FOR BUSINESS LICENSE

FOR NEW APPLICANTS:

Applicant applies with Licensing & Permits (L&P) either in person or online. Once license fee is remitted, customer is notified of inspections needed, and is provided a checklist with phone numbers, emails, or web links with locations of divisions/departments where requisite clearances are required for licensing. Once all requisite clearances are obtained, business license is issued.

FOR LICENSE RENEWALS:

L&P notifies interested divisions/departments of businesses up for renewal in the next 120 days. L & P will email businesses 60 days prior to expiration date, with invoice included. Once license fee is remitted, customer is provided a checklist with phone numbers, emails, or web links with locations of divisions/departments where requisite clearances are required for licensing. Once all requisite clearances are obtained, business license is issued.



LICENSE AND PERMITS DIVISION ENFORCEMENT

ACTION SOP

The first step in gaining compliance with regards to Businesses being properly licensed is clearly communicating the City of Detroit's policies and procedures in order to achieve this goal. Once identified as a Business that is regulated by the License and Permits division:

- ✓ The Business receives a letter from License and Permits division explaining the Business License compliance procedure, along with a document containing contact phone numbers for each department/divisions that may potentially require inspections.
- ✓ The Investigators will conduct an onsite License inspection/investigation. These Investigators (in many cases) are the first contact a business owner has had with any representative of the City of Detroit. It is imperative that this opportunity conveys the importance of operating legally as well as fostering an ongoing synergy where the Business owner/community has a liaison or contact and can stay in communication should a need arise.
- ✓ During the onsite visit the Investigator will provide the Business owner or their representative with the Investigator's Business card, a copy of the license compliance procedure letter and department contact sheet. The Investigator will then explain the licensing/compliance process/procedure answering any questions the Business owner/representative may have.
- ✓ To obtain a business license the business must meet full compliance. Compliance is met when the business activity matches the legal use of the property and In addition to legal use, Property Maintenance Bureau, Fire, Finance, and the Health Department (if applicable) must also approve the business/location.
- ✓ Upon confirmation that the Business owner or their representative understands the process, the Investigator explains the penalties for failure to comply. The Investigator informs the Business owner or their representative that failure to comply can result in misdemeanor violation that can be punished by a fine of not more than \$500.00, or by imprisonment not to exceed 93 days, or by both, such fine and imprisonment is the discretion of the court. Failure to gain compliance can also be penalized in the form of denial and or suspension of the license through the Show Cause procedure. The Investigator then advises the Business owner or their representative to contact the License and Permits division immediately, by phone, in person or online.
- ✓ In most cases between three weeks to a month the Investigators will conduct a follow up investigation by checking the License and Permits division computer files to see if the Business owner has attempted to become licensed. If the results of the data search show the owner has made no attempt the Investigator will issue violation(s) accordingly.
- ✓ Once the initial round of violation(s) are adjudicated in 36th District court depending on the results of the verdict the Business owner will be given an opportunity to become compliant. The Business owner can still be issued violations for operating while they are in the process of becoming compliant. License and Permits division will allow the Business owner to come into compliance within a "reasonable" amount of time. In cases where the Business owner continues to operate illegally and is not attempting to gain compliance more violations will be issued.
- ✓ When a Business owner chooses to egregiously operate illegally, and after they have been issued misdemeanor violations on two separate occasions (in most cases) a Show Cause Hearing may be requested.
- ✓ The Show Cause process is an administrative process where a business owner is required to come before an independent Hearing Officer, and explain or justify, why the license should not be denied, suspended, or revoked.



HOW TO MAINTAIN RESIDENTIAL COMPLIANCE

- ✓ You are responsible for keeping your property free from solid waste from the middle of the street in the front to the middle of the alley in the rear.
- ✓ Garbage cans cannot be stored in the front yard, this includes next to the front porch.
- ✓ Construction materials will not be collected with bulk waste. You can call DPW and request a paid pick-up for these items at 313.876.0004 or go online at <https://detroitmi.gov/departments/departments-public-works/refuse-collection/bulk-yard-waste/paid-pick-bulk-collection-service>
- ✓ You are allowed 2 cubic yards of bulk waste every other week.
- ✓ Typical one family residences are allowed to have only one Courville trash container. If there are special circumstances the require your home to have more than one trash container, you can make special arrangements with the Department of Public Works. If you have more than one trash container without DPW approval, you could receive a ticket for using a container belonging to another person or premises.
- ✓ If you have issues with your garbage, recycling or any other waste pick up services please contact your provider at the following numbers:

GFL at (844) GO.GFLUSA or (844) 464-3587.
Advanced Disposal at (844) 2-DETROIT or (844) 233-8764.



HOW TO MAINTAIN COMMERCIAL COMPLIANCE

- ✓ Ensure that your property is secure at all times.
- ✓ Property grounds must be maintained and clean, free of debris, tall grass, and weeds 8 inches or higher.
- ✓ If your property is vacant for six or more months, you must register your property as a vacant property and schedule a vacant property inspection (please refer to page).
- ✓ You must maintain a valid Certificate of Compliance. Exterior Certificate of Compliance for vacant properties are valid for a year.
- ✓ When approaching the expiration of your Certificate of Compliance, contact Property Maintenance to schedule for an inspection at 313-628-2451.
- ✓ Secure City or private solid waste collection containers and services.



BUILDINGS, SAFETY
ENGINEERING AND
ENVIRONMENTAL
DEPARTMENT

CONTACT

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