

# RESIDENTIAL GUIDE

## 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](http://www.BuildInstitute.org)

(313) 265-3590

### Motor City Match

[www.MotorCityMatch.com](http://www.MotorCityMatch.com)

(844) 338-4626

### Historic Commission

[www.detroitmi.gov/Government/Boards/Detroit-Historic-Commission-FAQs](http://www.detroitmi.gov/Government/Boards/Detroit-Historic-Commission-FAQs)

[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](http://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.



## Building or Rehabbing Your Home

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



**Buildings, Safety Engineering  
& Environmental Department**



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& Environmental Department**





# 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](http://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.



# 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.



# 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:**  
**Zoning Counter: (313) 224-1317**  
**Historic Commission: (313) 224-8907**

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

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