

CITY OF HAMTRAMCK

NEW BUSINESS CHECKLIST WITH SITE PLAN REVIEW

Below is a quick overview of the steps to open a new business if you need a site plan review. Site Plan Reviews are required to ensure that your development conforms to the zoning ordinance. Site plan reviews are required if you are demolishing a building, constructing, or structurally altering a building, or changing the previous business use of the building. Use the Key Contact Sheet in the back of this page if you have any questions or need assistance.

1. Find a site for lease or purchase. Do your own research and or engage a real estate broker to understand where there are vacancies in the city. Feel free to reach out to the CED team to see if they know of any vacancies.

2. Receive zoning approval with the CED team if your potential business location complies with the zoning ordinance. A zoning ordinance regulates business activities by location. The location of your business must allow for your business activities.

3. Optional, contact the CED team to host a Pre-Application meeting. The purpose of this meeting is to understand the scope of your project so that your development can be as efficient as possible. In this meeting you will learn from the different relevant departments what your projects needs to succeed. Bring: description of proposed use; preliminary drawings; any questions about the process.

4. Hire a professional to create your site plan. Schedule a meeting with them to review all required items in the Combined Site Plan Review Checklist. Contact the CED team if you or your architect have any questions.

5. Submit a Site Plan Review Application along with two checks to the Community and Economic Development Department. Assign checks to "The City of Hamtramck". Include a copy of your site plan and e-mail the site plan to the CED team.

a. Check 1: \$400. Memo: Site Plan Review Application Fee for (PROJECT ADDRESS)

b. Check 2: \$1,500. Memo: Escrow for (PROJECT ADDRESS). Note that if the entire escrow balance is not needed to cover the consultant fee, then the remainder will be returned.

6. Correspond with CED team as the City reviews your site plan. Make the required edits.

7. Attend City Council meeting with your architect. CED team will provide a date for the meeting. Be prepared to give a brief overview of the project and to address any questions.

8. If City Council approves your site plan, contact the Building Department to apply for work permits. Your contractor will need to request building permits before beginning any construction. A contractor is a person that performs the construction.

9. Schedule the first round of inspections with the Building Department. There are five different inspections: building, electrical, mechanical, plumbing and fire. Building Department coordinates with the Fire Department to schedule fire inspections.

10. Address any concerns from the Building and Fire Department during your first round of inspections.

11. Schedule your second round of inspections by contacting the Building Department.

12. When construction is complete, apply for a Certificate of Occupancy (C of O) with the Building Department. A C of O is a certificate that indicates a building meets all city codes and is safe to occupy. Building owners and non-owner occupants (businesses that rent space) are required to apply for a C of O.

13. Apply for a Business License with the City Clerk. In order to submit a complete application, you will need to:

a. Register your Tax ID with the State of Michigan: <https://www.michigan.gov/taxes>.

b. Register your business name with the Wayne County Clerk: <https://www.waynecounty.com/elected/clerk/assumed-names.aspx>.

14. Visit the Office of Treasury to find out if you owe money in personal or real property taxes. If applicable, pay your debt.

15. Visit the Office of Income Tax to see if you owe money in income taxes. If applicable, pay your debt. Fill out an Income Tax application for your business.

16. If you pass the inspections, you will receive your Certificate of Occupancy from the City of Hamtramck.

17. If you paid your tax debt, you will receive your business license from the City of Hamtramck.

18. Open your business! Invite CED team to the grand opening.

KEY CONTACTS

Department	Topics	Phone	Email	Website
Community and Economic Development	Business support, planning and zoning, economic development incentives,	313.800.5233 ext. 818	ced@hamtramckcity.com	https://hamtramck.us/community-and-economic-development-ced/
Building Department	Permits Registration Signage	313.800.5233 ext. 814	building@hamtramckcity.com	https://hamtramck.us/building/
Office of the City Clerk	Licensing Applications Fee Schedule	313.800.5233 ext. 821	rfaraj@hamtramckcity.com	https://hamtramck.us/clerk/
Income Tax Department	Taxes Tax Forms Payroll	313.800.5233 ext. 363	incometax@hamtramckcity.com	https://hamtramck.us/income-tax/
Office of the Assessor	Tax Assessing Exemptions Property changes	313.800.5233 ext. 319	assessing@hamtramckcity.com	https://hamtramck.us/assessor/
Code Enforcement Department	Regulations Codes Tickets Fees	313.800.5233 ext. 813	code@hamtramckcity.com	https://hamtramck.us/code-enforcement/
Office of the City Manager	City Affairs Inquiries	313.800.5233 ext. 361	kangerer@hamtramckcity.com	https://hamtramck.us/city-manager/
Department of Public Services	Parking Meters Construction Maintanance	313.800.5233 ext. 306	srahman@hamtramckcity.com	https://hamtramck.us/public-services/
Fire Department	Inspections Fire Safety	313.305.4503 ext. 824	firechief@hamtramckcity.com	https://hamtramck.us/fire/
Department of Public Safety	Parking Tickets Public Safety	313.800.5281 ext. 327	mgarbarino@hamtramckcity.com	https://hamtramck.us/police/

GLOSSARY

Certificate of Occupancy

A Certificate of Occupancy is issued as required by the Michigan Building Code where a building permit has been issued and completed in compliance with current codes.

Land Use

Land use is the characterization of land based on what can be built on it and what the land can be used for.

Zoning

Zoning is a tool that most cities use to govern "uses" (e.g. residential, commercial, or industrial), the size of buildings, and how buildings relate to their surroundings, including other buildings, open spaces, and the street.

Permitted Uses

Refers to a property owner's use of property and structures in manners consistent that is listed as permissible in the zoning district in which his or her property is located.

Special Land Uses

Uses that may be permitted within a zoning district subject to special conditions and standards

Site Plan

An accurately scaled drawing showing the existing conditions on a unit of land, including property lines, and detailing the location of any proposed and existing development, such as structures, paving, and uses of land.

Façade

All of the external faces of a building.