



HOW TO OPEN A NEW BUSINESS IN HAMTRAMCK

Welcome to the City of Hamtramck! **The World In Two Square Miles.** Starting a business can be both exciting and challenging. The City of Hamtramck is here to help and created this flowchart to assist you throughout the process.

Have questions? Flip the page over for our contact information.

STEP 1.
PLANNING & ZONING APPROVALS
Before purchasing/leasing a space, meet with Community and Economic Development to verify zoning requirements.



STEP 2.
BUSINESS LICENSE APPLICATION
Apply for a Business License from the Clerk's Office. Make sure to provide your I.D. and lease agreement (if applicable)



STEP 3.
TREASURER, WATER, & INCOME TAX FILING
Pay any outstanding debt in personal or real property at the Treasurer's Office and fulfill all obligations for paperwork with Income Tax and Water Clerk in Public Services



STEP 4.
CERTIFICATE OF OCCUPANCY & INSPECTIONS
Obtain a Certificate of Occupancy from the Building Department. Apply for a permit for any construction. Schedule building, mechanical, plumbing, electrical and fire inspections. Provide proof of waste disposal contact.



STEP 5.
BUSINESS LICENSE
Obtain a Business License from the City Clerk. Make sure to renew the license by April 30th and schedule the Business License inspection every year.

OPEN YOUR BUSINESS!
If you would like to host a grand opening for your new business, contact CED and fill out a ribbon cutting ceremony form.

ANNUAL BUSINESS LICENSE RENEWAL - APRIL 30TH





GLOSSARY

Business License: License required by the local, state and/or federal government to conduct business.

Certificate of Occupancy: A document issued by the local building department stating that the property is safe and suitable for occupancy.

Permitted Uses: An authorized use within a zoning district.

Special Land Uses: Uses that may be permitted within a zoning district subject to special conditions and standards.

Site Plan: A plan, to scale, showing uses and structures proposed for a parcel of land. It includes lot lines, streets, building sites, public open space, buildings, major landscape features—both natural and man-made—and, depending on requirements, the locations of proposed utility lines.

Zoning: 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 neighboring buildings, open spaces and the street.

CONTACT INFORMATION AND RESOURCES

DEPARTMENT	TOPICS	CONTACT	WEBSITE
Community and Economic Development	Business Support, Planning, Zoning, Economic Development Incentives	(313) 800-5233 (ext.818) ced@hamtramckcity.gov	https://hamtramckcity.gov/departments/community-and-economic-development-ced/
Building Department	Permits, Registration, Signage	(313) 800-5233 (ext.814) building@hamtramckcity.gov	https://hamtramckcity.gov/department/s/building/
Clerk’s Office	Licensing, Applications, Fee Schedule	(313) 800-5233 (ext.821) asiblani@hamtramckcity.gov bmulso@hamtramckcity.gov mchowdhury@hamtramckcity.gov	https://hamtramckcity.gov/department/s/clerk/
Treasurer’s Office	Property Taxes, Utility Bills, BS&A Payments	(313) 800-5233 (ext.822) treasurer@hamtramckcity.gov	https://hamtramckcity.gov/department/s/treasurer/
Income Tax	Taxes, Tax Forms, Payroll	(313) 800-5233 (ext.819) incometax@hamtramckcity.gov	https://hamtramckcity.gov/department/s/income-tax/
Department of Public Services	Parking Meters, Construction, Maintenance, Water Connections	(313) 800-5233 (ext.817) cbell@hamtramckcity.gov dwebster@hamtramckcity.gov	https://hamtramckcity.gov/department/s/public-services/
Assessor’s Office	Tax Assessing, Exemptions, Property Changes	(313) 800-5233 (ext.820) assessing@hamtramckcity.gov	https://hamtramckcity.gov/departments/assessor/
Code Enforcement	Regulations, Codes, Tickets, Fees	(313) 800-5233 (ext.813) codeenforcement@hamtramckcity.gov	https://hamtramckcity.gov/department/s/code-enforcement/
Fire Department	Fire Safety, Inspections	(313) 305-4503 (ext.225) firemarshal@hamtramckcity.gov	https://hamtramckcity.gov/department/s/fire/
Office of City Manager	City Affair Inquiries	(313) 800-5233 (ext.815) alagrou@hamtramckcity.gov	N/A