

CITY OF HAMTRAMCK NEW BUSINESS CHECKLIST

Welcome to the City of Hamtramck! The world in two square miles. Thank you for joining our diverse business community. To get you started, below is a quick overview of the steps to open a new business. Note that this is the process for a business that does not require a site plan review. If you have any questions, please contact the Community and Economic Development Department. See Key Contacts Section on the back.

1. Schedule a preliminary meeting with the Community and Economic Development Department (CED) to confirm zoning and solidify ideas for your new business. Zoning regulates business activities by districts, and the location of your business must follow the City's zoning ordinances.
2. Find a site for lease or purchase. Research into vacant properties in the City and reach out to CED Department for further information. For example, if you need written confirmation of property zoning for a bank loan, you may request a Zoning Determination Request from CED.)
3. If you purchased a site and it has an existing structure, you must go to the Assessing Department to fill out a property transfer affidavit. Upon completing the property transfer, you will visit the Department of Public Services to confirm whether the address has any outstanding water bill balance.
If you purchased a site and are completing new construction, you must go to the Department of Public Services and Building Department to discuss requirements for new water and sewer line connection. (This step can also apply for older/vacant buildings that have water and sewer lines cut and capped in the past.)
4. Contact CED if any additional planning or zoning review is required. This may include building signage, façade improvements/changes over 30%, site plan reviews for demolishing, constructing, or structurally altering a building, or substantially changing the previous business use of the building.
5. Apply for a Business License with the City Clerk. 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>.

6. After applying for a Business License, fill out a complete Business License Application at the Clerk's Office. This Business License Application will be issued to the Income Tax Department, Office of Treasury, and CED to ensure that you do not owe any debt to the City and confirm other City requirements.

7. Property owners with rentals are required to submit a "Commercial / Mixed-Use / Residential Rental Property Application" to the Clerk's Office every year for any rental properties sold or bought.

8. Property owners must visit the Office of Treasury to find out if there is any outstanding debt in personal or real property taxes. (If applicable, pay your debt before going to the Income Tax Department)

9. Property owners and tenants then visit the Income Tax Department and fulfill all obligations for paperwork, such as a H-SS-4 for new business registration, provide the business Federal Tax ID, and fill out a complete Income Tax Registration for your business (required).

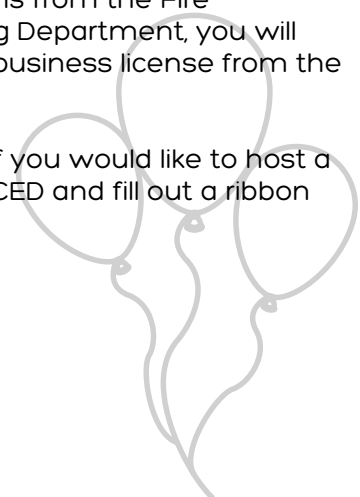
10. Apply for a Certificate of Occupancy (C of O) with the Building Department. A C of O is a certificate that indicates a building meets all city codes and is safe to occupy. Whenever a business changes ownership or changes business activity, a new C of O is required.

11. Schedule the first round of inspections with the Building Department. There are five different inspections: building, electrical, mechanical, plumbing, and fire.

12. Address any inspection comments from the Building and Fire Department during your first round of inspections (you may need a work permit to address these comments) and make any necessary fixes. Once complete, contact the Building Department and schedule your second round of inspections.

13. Once the applicant pays all outstanding debts and passes all inspections from the Fire Department and Building Department, you will receive your C of O and business license from the City of Hamtramck.

14. Open your business! If you would like to host a grand opening, contact CED and fill out a ribbon cutting ceremony form.



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.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/departments/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/departments/clerk/ |
| Treasurer's Office | Property Taxes Utility Bills BS&A Payments | 313.800.5233 ext. 822 | treasurer@hamtramckcity.gov | https://hamtramckcity.gov/departments/treasurer/ |
| Income Tax | Taxes Tax Forms Payroll | 313.800.5233 ext. 819 | incometax@hamtramckcity.gov | https://hamtramckcity.gov/departments/income-tax/ |
| Department of Public Services | Parking Meters Construction Maintenance Water Bills | 313.800.5233 ext. 817 | cbell@hamtramckcity.gov dwebster@hamtramckcity.gov | https://hamtramckcity.gov/departments/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 | code@hamtramckcity.gov | https://hamtramckcity.gov/departments/code-enforcement/ |
| Fire Department | Fire Safety Inspections | 313.305.4503 ext. 225 | firemarshal@hamtramckcity.gov | https://hamtramckcity.gov/departments/fire/ |
| Office of City Manager | City Affairs Inquires | 313.800.5233 ext. 815 | alagrou@hamtramckcity.gov | N/A |

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.