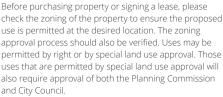


How to Open a Business in Garden City



Verify Zoning.





Apply for Required Permits.

Check with the Building Department to determine if any permits will be required for proposed changes to the interior or exterior of a building, to a parking lot or construction of any new structure or building.



Apply for Certificate of Occupancy.

After all necessary permits have been obtained, a complete re-use/occupancy application must be submitted to the Building Department.



Zoning Review, Site Inspection, and Approval.

The re-use/occupancy application will be reviewed for completeness and compliance with Zoning Ordinance requirements. A site visit will be performed to identify any site maintenance or other code violations. Once the zoning is approved the applicant will be notified and a list of zoning violations will be provided. All violations must be addressed prior to building occupancy.



Schedule Building Inspections.

Upon notification of zoning approval, the applicant must contact the Building Department and schedule interior building inspections. Inspection results are typically provided to the applicant within one business day. If a re-inspection is required it should be scheduled after the violation has been addressed.



Apply for Business License.

At the same time the building inspections are scheduled, an application for a business license must be completed at the City Clerk's Department. A license is required for all businesses in the City.



Approval and Issuance of Certificate of Occupancy and Business License.

After all inspections have been performed and final zoning and building approvals have been obtained, a Certificate of Occupancy will be issued. A business license will be issued at the same time as the approved Certificate of Occupancy.



CITY HALL

6000 Middlebelt Road Garden City, MI 48135 (734) 793-1600

BUILDING **DEPARTMENT**

(734) 793-1650

INSPECTIONS LINE

(734) 793-1656

PLANNING DEPARTMENT

(734) 793-1663

CITY CLERK/TREASURER

(734) 793-1620

FIRE DEPARTMENT

(734) 793-1780

PUBLIC SERVICES

(734) 793-1800

TAXES/ASSESSING

(734) 793-1610

WATER DEPARTMENT

(734) 793-1630



Applications and additional information are available online at

www.gardencitymi.org