



# City of Allen Park

## BUILDING DEPARTMENT

15915 SOUTHFIELD ROAD,  
ALLEN PARK, MICHIGAN 48101-2599  
PHONE: 313-928-4441 FAX: 313-928-1764  
www.cityofallenpark.org

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### **Starting a Business in Allen Park**

#### ***Verify Zoning.***

Before purchasing property or signing a lease, please check the zoning of the property to ensure the proposed use is permitted at the desired location. The zoning approval process should also be verified. Uses may be permitted by right or by special land use approval. Those uses that are permitted by special land use approval will also require approval of both the Planning Commission and City Council.

#### ***Apply for Certificate of Occupancy.***

A complete re-use/occupancy application must be submitted to the Building Department. 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.

#### ***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.

#### ***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.

#### ***Approval and Issuance of a 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. Once the Certificate of Occupancy has been approved, a business license will be issued by the City's Clerk's Office.