

HOW TO OPEN A NEW BUSINESS IN YPSILANTI



WELCOME
TO THE
OPEN

Welcome to Ypsilanti!

Starting a business can be both exciting and challenging. The City of Ypsilanti 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.

SITE EVALUATION

Verify if site is located within an area that allows your business.



STEP 2.

PLANNING & ZONING APPROVALS

Obtain approval from the Planning Department.



STEP 3.

BUSINESS LICENSE APPLICATION

Apply for a Business License from the Building Department.



STEP 4.

BUILDING PERMITS & APPROVALS

Obtain a Certificate of Compliance from the Building Department. This includes applying for construction work permits and scheduling building, mechanical, plumbing, electrical and fire inspections.



STEP 5.

BUSINESS LICENSE

Obtain a Business License from the Building Department. Make sure to renew the license and schedule the bi-annual Business License inspection.



OPEN YOUR BUSINESS



ANNUAL BUSINESS LICENSE RENEWAL

1 S. Huron St., Ypsilanti, MI

(734) 483-1100

cityofypsilanti.com

CONTACT INFORMATION & RESOURCES

GLOSSARY

- **Business License:** License required by the local, state and/or federal government to conduct business.
- **Certificate of Compliance:** 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.

STEP	CONTACT INFO	RESOURCES
1. Site Evaluation	Planning Department Joshua Burns, City Planner (734) 483-9646 jburns@cityofypsilanti.com	Planning Department's Website: Planning & Development Department Ypsilanti, MI
2. Planning & Zoning Approvals	Planning Department Joshua Burns, City Planner (734) 483-9646 jburns@cityofypsilanti.com	Planning Department's Website: Planning & Development Department Ypsilanti, MI
3. Business License Application	Building Department Cathy Hall (734) 482-1025 chall@cityofypsilanti.com Miles Redman (734) 482-1025 mredman@cityofypsilanti.com	Building Department's Website: Building Department Ypsilanti, MI
4. Building Permits and Approvals	Building Department Cathy Hall (734) 482-1025 chall@cityofypsilanti.com Miles Redman (734) 482-1025 mredman@cityofypsilanti.com	Building Department's Website: Building Department Ypsilanti, MI
5. Business License Approval	See step 3	
6. Open Your Business	See step 1	
7. Annual Business License Renewal	See steps 3 and 4	



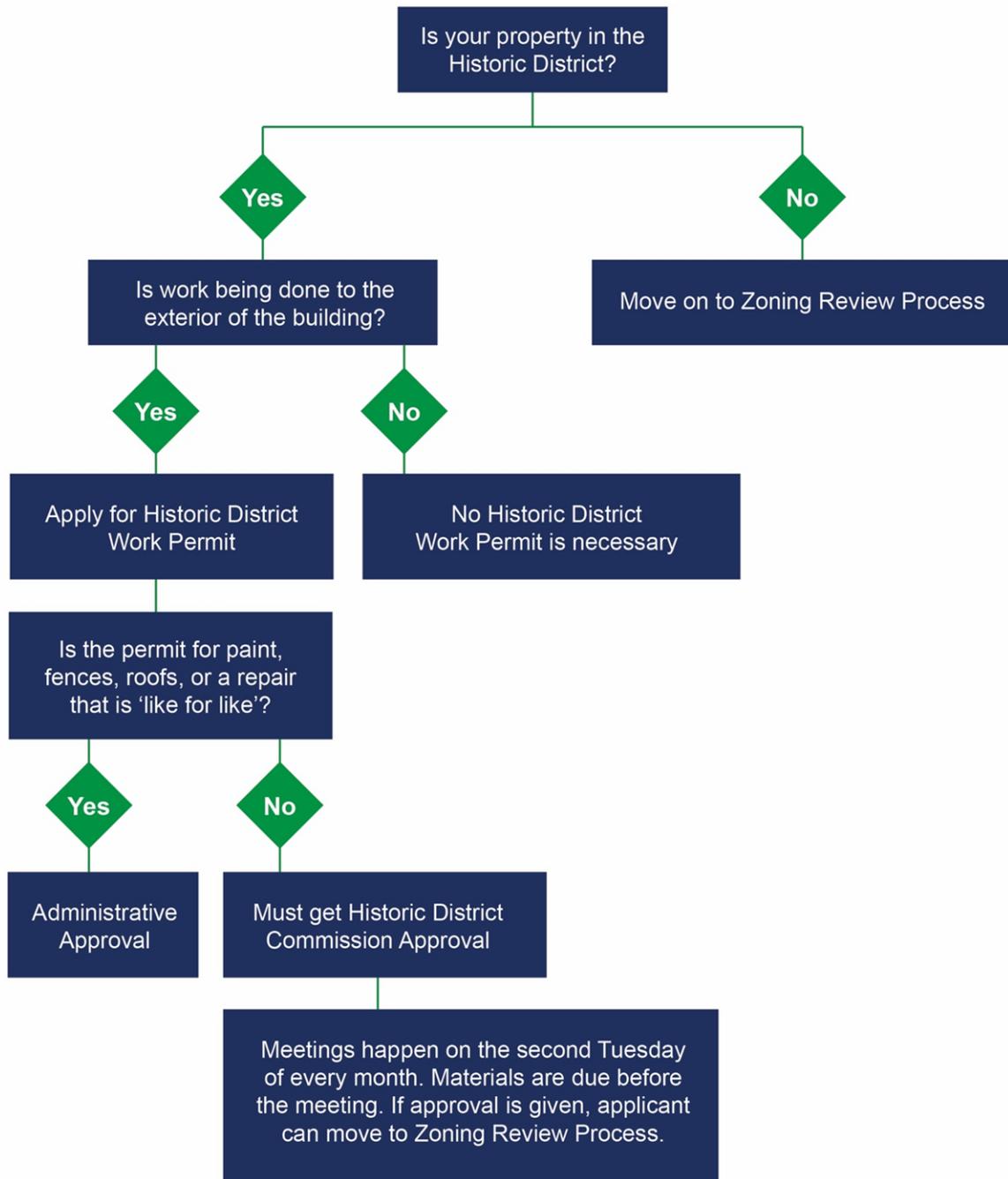
STEP 1. SITE EVALUATION <i>Verify if site is located within an area that allows your business.</i>	Assess surrounding businesses and customers to see if the location meets your target market.	<input type="checkbox"/>
	Consider traffic patterns and parking supply.	<input type="checkbox"/>
	Understand local ordinances.	<input type="checkbox"/>
	Choose several locations and confirm with the Planning Department on site zoning (see Step 2).	<input type="checkbox"/>
STEP 2. PLANNING & ZONING APPROVALS <i>Obtain approval from the Planning Department.</i>	Contact the Planning Department to verify if the property you selected is in the correct zone that allows for your business use.	<input type="checkbox"/>
	When you select a property, fill out and submit the Zoning Verification Application. Pay the required fees. Receive Zoning approval before continuing to any other step.	<input type="checkbox"/>
	Determine if additional planning or zoning approval is required, such as a Special Land Use permit or Site Plan (see glossary). The Planning Department will inform you of all required processes.	<input type="checkbox"/>
	If required, apply for Site Plan approval and/or Special Land Use permit, pay associated fees, or skip to step 3a.	<input type="checkbox"/>
	If Site Plan review is required:	<input type="checkbox"/>
	Prepare preliminary sketch of site plan and schedule a Pre-Development meeting with the Planning Department. Bring your architect or engineer who is creating the site plan. If the project involves new construction, the City Engineer and Fire Marshall will be included.	<input type="checkbox"/>
	Prepare site plans based on Planning Department (and City Administration) feedback.	<input type="checkbox"/>
	Submit site plans to Planning Department.	<input type="checkbox"/>
	Make any required revisions to site plans.	<input type="checkbox"/>
	Attend scheduled Planning Commission Meeting.	<input type="checkbox"/>
	If a Special Land Use permit is required:	<input type="checkbox"/>
	Attend Planning Commission Meeting.	<input type="checkbox"/>



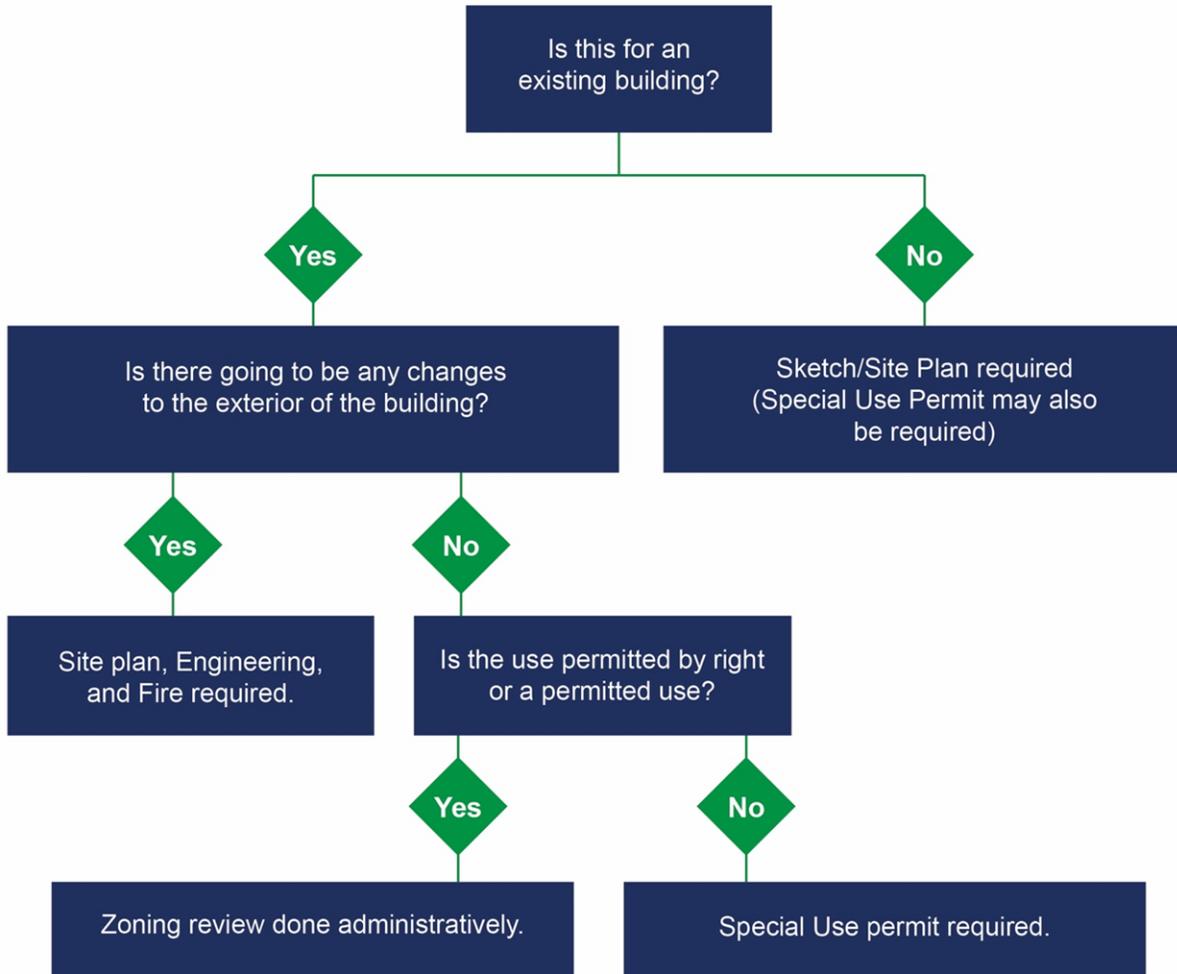
STEP 3. BUSINESS LICENSE APPLICATION <i>Apply for a Business License from the Building Department.</i>	Make updates based on Planning Commission feedback. Receive final approval from the Planning Department.	<input type="checkbox"/>
	Register your Tax ID with the State of Michigan.	<input type="checkbox"/>
	Register other licensing as needed (e.g. childcare license, liquor license, food service license).	<input type="checkbox"/>
STEP 4. BUILDING PERMITS & APPROVALS <i>Obtain a Certificate of Compliance from the Building Department. This includes applying for construction work permits and scheduling building, mechanical, plumbing, electrical and fire inspections.</i>	Submit a Business License application to the Building Department and pay the required fee.	<input type="checkbox"/>
	Prepare and submit construction plans (if applicable).	<input type="checkbox"/>
	Send licensed contractor to apply for work permits and pay fees (if applicable).	<input type="checkbox"/>
	Schedule work permit inspections (mechanical, building, electrical, and plumbing).	<input type="checkbox"/>
	Perform revisions after inspections.	<input type="checkbox"/>
	Schedule final work permit inspections.	<input type="checkbox"/>
	Pass final work permit inspection.	<input type="checkbox"/>
	Pass Fire Marshal inspection.	<input type="checkbox"/>
	Pass Certificate of Compliance Inspection.	<input type="checkbox"/>
	Receive Certificate of Compliance.	<input type="checkbox"/>
STEP 5. BUSINESS LICENSE APPROVAL <i>Obtain a Business License from the City Clerk. Make sure to renew the license by June 30th and schedule the biannual Business License inspection.</i>	After all other department and agency approvals are received, receive a business license.	<input type="checkbox"/>
	Submit a Sign Application and pay the required fee (if applicable).	<input type="checkbox"/>
	Open your business!	<input type="checkbox"/>
	Submit your annual business license renewal application and fee by June 30th.	<input type="checkbox"/>
	Schedule and receive a biannual business license inspection within 24 months, conducted by the Building Department. This inspection may also include the Planning Department, City Engineer and Fire Marshal.	<input type="checkbox"/>

Development Review Process

HISTORIC DISTRICT COMMISSION

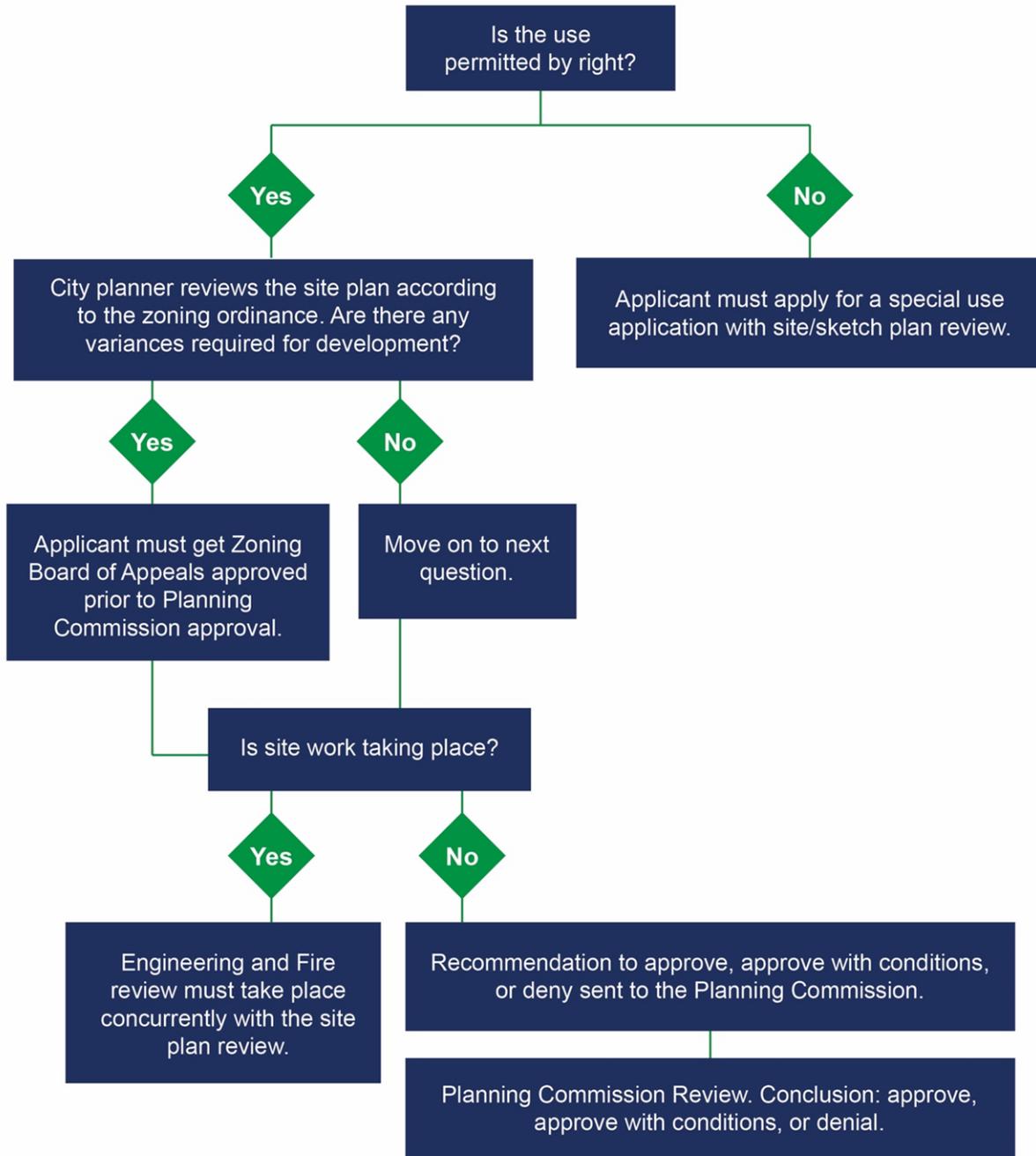


Zoning Review Process
PLANNING COMMISSION

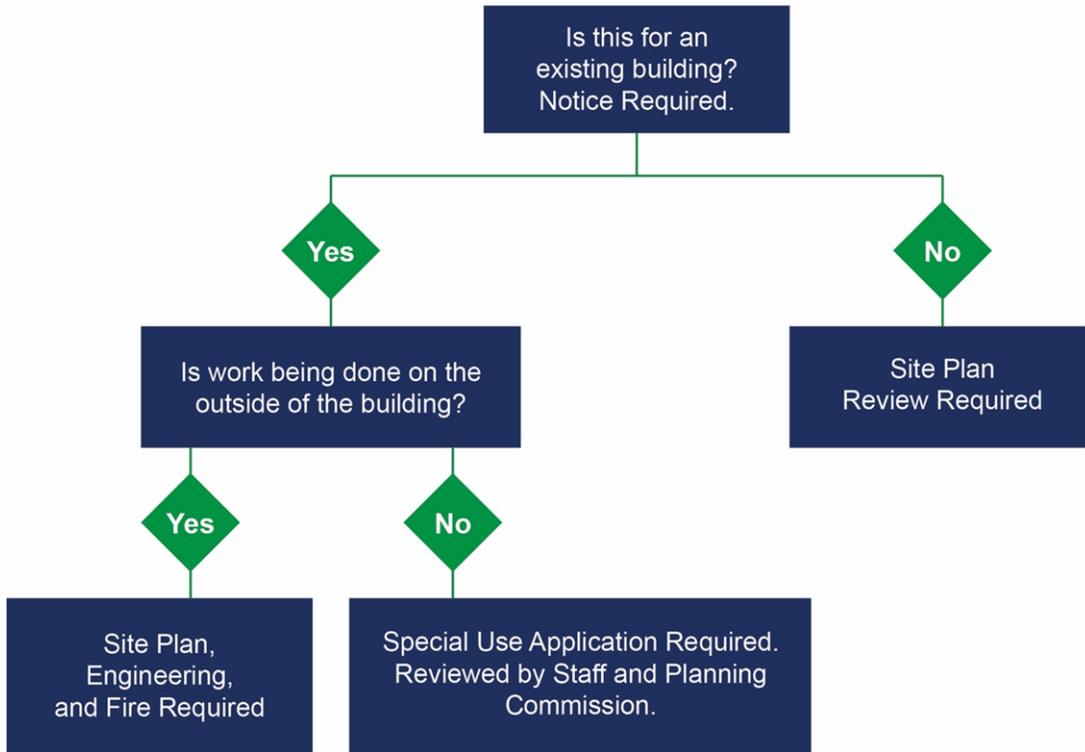


Site/Sketch Plan Review

PLANNING COMMISSION



Special Use Permit
PLANNING COMMISSION



PUD Process

PLANNING COMMISSION

