

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Business License Steps

To help you navigate the process of obtaining a business license, we have outlined the essential steps for you. It is important to start the application process early and contact the Municipal Services Department at (248) 691-7450 with any questions. We are here to assist you every step of the way.

Before opening your business to the public and/or beginning to conduct transactions, the following process must be followed, and all required approvals must be received:

1. Zoning and Planning Approval

- A. Verify zoning district: Contact the Economic Development and Planning Department to ensure your business is permitted at your desired location and to determine any necessary development approvals.
- B. Obtain approvals: Obtain any required development approvals.

2. Business License Application

- A. Complete application: Fill out the application, providing all required information. Ensure your contact information is written clearly and legibly to avoid any delays in processing your application.
- B. Submit business description: Provide a detailed written description of your business operations, including:
 - I. A clear statement of the primary use of the business; and
 - II. A detailed list of all the products and/or services to be offered. Your business license certificate will be issued based on the business description provided in the application. Offering services not listed herein is a violation of the city codes and may result in code enforcements.

3. Building Permits

- A. Obtain permits: Obtain all necessary building permits or other local or state permits required to complete your project.
- B. Complete work: Complete all construction or renovation work as per approved permits.
- C. Pass inspections: Complete all required inspections related to the building permits. Required licenses from state and county health departments, the State Department of Agriculture or other agencies must be provided to the City of Oak Park prior to opening.

4. Business License Inspections

- A. Schedule inspection: Schedule business license inspections by calling (248) 691-7450. Ensure all construction or renovation work is completed and your business is ready for operation. It is your responsibility to call the city for all required inspections. All requests for re-inspections (fire and building) should call (248) 691-7450.

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- B. **Pass inspection:** Pass the business license inspections to obtain approval from the building official to unofficially open your business. Where a certificate of occupancy is applicable, a new certificate of occupancy will be issued when all inspections have been satisfied as part of the business-license process.

5. City Council Approval

- A. **Receive approval:** Your business license will be presented to the City Council for approval. No action is required from you.

6. Business License Certificate Issuance

- A. **Receive certificate:** Upon city council approval, your business-license certificate will be mailed to you.
- B. **Official opening:** Congratulations! You can officially open your business.
- C. **Ribbon cutting:** Contact the Economic Development and Planning Department to organize a ribbon-cutting ceremony to introduce your business to the community.

7. Annual Renewal

- A. **Renewal application:** Your business license is valid for one calendar year. You will receive a renewal application each year in October.
- B. **The license year begins** Jan. 1 of each year and terminates at midnight on Dec. 31 of that year.
- C. **Submit renewal:** Complete and submit the renewal application to the Municipal Services Department and pay the required fee.

By following these steps and complying with all applicable regulations, you can successfully obtain and maintain your business license in the City of Oak Park.

IMPORTANT NOTES

Inform the Municipal Services Department immediately if you make any changes to your business, such as adding new services or changing ownership, business name, address or contact information.

If you have questions, please contact:

1. Municipal Services Department at (248) 691-7450 or building@oakparkmi.gov
2. Economic Development and Planning (248) 691-7455 or shabhab@oakparkmi.gov