



STARTING YOUR BUSINESS IN LATHRUP VILLAGE

1. **Contact** the Lathrup Village Downtown Development Authority (DDA) Executive Director, **Martha Potere** at 248-557-2600 X223 or assistant@lathrupvillage.org to discuss business idea/plan and available properties.
2. After you contact the landlord(s) and tour the property that best fits your needs, and **select a property** to operate your business, collect the following information from the landlord in order to fill out a Business License Application: owner name, address & phone number; property address, square footage & number of parking spaces available to you.
3. Fill out a **Business License Application** at the front desk of Lathrup Village City Hall (lower level). You will also need to describe your business and products in a few short sentences on the application.
4. Application is reviewed for **Zoning compliance** and, once approved, you will follow one of the following tracks:
 - a. **Move-In-Ready-** If your new commercial space does not need renovations in order for you to conduct your business (paint, carpeting, shelving/display units do not qualify) then proceed with scheduling a Business License inspection.
 - b. **Renovations Required-** If Building, Electrical, Plumbing, or Mechanical work is needed to bring your vision to life, then permits may be required. The Building Department is located at the same counter where you received your Business License Application. All Building Department permits must receive final approval before Business License inspection can be scheduled.
 - c. **Special Land Use-** Those business types that are not considered “primary uses” within a zoning District are welcomed with a Special Land Use (SLU). Special Land Use requests are heard by the Planning Commission and granted by the City Council and a separate application and fee of \$400.00 are required. It is highly encouraged that you meet with Matt Baumgarten prior to selecting a commercial space for your business.
5. Once your business is ready for the public, contact the Building Department to schedule your initial **Business License Inspection**. During this inspection the Building Official will ensure that the Health, Safety, and Welfare of you, your employees and your customers is being upheld through the Michigan Building Code.
6. Work with the property owner to correct any items uncovered by the inspector (permits may be required) and contact the Building Department to schedule a final Business License Inspection and receive **final Approval**.
7. Every registered, inspected business will receive a **Business License** document with the business name, the golden City seal, and the annual expiration date. Display your license proudly in view of your customer so they know you are operating legally within the City limits.
8. **Open your business** and prosper in one the best Cities in Oakland County, Metro Detroit, and the great State of Michigan!

Best of Luck with Your Business! Please make sure to visit the Lathrup Village DDA Office in City Hall at 27400 Southfield Road or www.lathrupvillage.org for more information on how you can market your business and participate in the community!