

Starting Your Business in Lathrup Village

1. Contact the Lathrup Village Downtown Development Authority (DDA) Executive Director at 248-557-2600 ext. 222 to discuss your business idea/ plan and available properties.
2. It is highly recommended that you create a business plan. Contact the Economic Development Officer to receive assistance through one of many organizations.
3. After you contact the landlord, 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:
 - a. owner name, address & phone number
 - b. property address, square footage & number of parking spaces available to you.
4. 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.
5. 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 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.
 - i. Want to get a nice looking sign or a new façade? The City has grants to help!
 - ii. Want to purchase an expensive piece of equipment? The City works closely with business loan programs in Oakland County that can provide the capital you need.
 - 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 the Economic Development Officer before selecting a space for your business.
6. Once your business is ready, contact the Building Department to schedule your Business License Inspection. During this inspection, the Building Official will ensure that the health, safety, and welfare of yourself, your employees, and your customers is being upheld through the Michigan Building Code.
7. 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.
8. Every registered, inspected business will receive a Business License document with the business name, the golden city seal, and the annual expiration date. All licenses expire on March 31. Display your license proudly in view of your customers so that they know you are legally operating in the City.
9. Open your business and prosper!