

How to Open a New Business



Step 1
Site Evaluation

Step 2
Business License Application

Step 3
Liquor License Application

Step 4
Sign Permitting

Step 5
Outdoor Dining & Retail Permits

Step 6
Historic District Guidelines

Step 7
Building Permits, Water Account, & Taxes

Step 8
Certificate of Occupancy

Welcome to Northville

Starting a new business can be both exciting and challenging. The City of Northville is here to help. We've created this flowchart to assist you throughout the process. Have questions? Contact information included here.



Getting Started..

Step 1 Site Evaluation

Knowing where your business is located within the city will help you navigate your new business requirements. Are you located within the Northville Downtown Development Authority boundaries? Know your DDA benefits; we're here to help! www.downtownnorthville.com

Step 2 Business License Application *To Be Renewed Annually

Found on the city website:

<https://www.ci.northville.mi.us/>

Business tab -> Business License and Permits -> Business License -> Business Registration Application

\$50 Fee, payable by check, cash, or card (Make checks payable to City of Northville. All Credit/Debit Card transactions will have a 3% surcharge).

Contact the City Clerk's Office with any questions:

Michaela Kleehammer, Clerk – Phone: 248-449-9904

Evan Milan, Deputy Clerk – Phone: 248-305-2728

Email: Clerk@ci.northville.mi.us

Step 3 Liquor License Application

If your business will serve liquor, you are required to obtain a Liquor License. This is a two-step process.

- Applicants first contact the State Liquor Control Commission (LCC).
- After submitting the LCC forms and fees, applicants can then complete the City's application process through the Northville City Police Department with fees paid to the City Clerk.
- https://www.ci.northville.mi.us/business/business_licenses_and_permits/liquor_license

Please refer to the city fee schedule for current fee rates.

Fee Schedule Link: https://www.ci.northville.mi.us/services/finance/fee_schedule

Contact the Northville City Police Department with any questions

Nichole Hunt – Phone: 248-305-2715 Email: nhunt@ci.Northville.mi.us

We're here to help.

Step 4 Sign Permitting

You are required to obtain a Sign Permit prior to hanging any new signage on a building in the City of Northville (See Sign Ordinance Article 21).

Link: <https://www.ci.northville.mi.us/>

Business tab -> Business License and Permits -> Business License -> Business Registration Application

Contact the Building Department with any questions.

Shari Allen – Phone: 248-449-9902 | Email: Sallen@ci.northville.mi.us

Step 5 Outdoor Dining and Retail Permits

Are you within the DDA boundary? If your business is ready to capitalize on our beautiful downtown outdoor space for retail and dining from June to November, please contact the DDA to learn about the procedures for obtaining your permit.

Northville DDA offices are open from 8:00am to 4:30pm Monday through Friday at 215 W. Main Street.

Kate Knight, Director - Phone: 248-305-2733 | Email: kknight@ci.northville.mi.us

Stacy Pearson, Assistant Director - Phone: 248-305-2734 | Email: spearson@ci.northville.mi.us

Further afield in the city? Please contact the city clerks office for more information.

Michaela Kleehammer, Clerk – Phone: 248-449-9904 | Email: Clerk@ci.northville.mi.us

Step 6 Historic District Guidelines

If your business is within the Historic District, and you wish to make exterior changes to the building (including, but not limited to, signage and paint color), you will be required to obtain a Certificate of Appropriateness from the Historic District Commission.

HDC Guidelines: https://www.ci.northville.mi.us/services/building_and_planning/historic_district

Historic District Tab -> Application and Meeting Dates, Maps, Reports, and Studies

Contact the Building Department with any questions.

Shari Allen – Phone: 248-449-9902 | Email: Sallen@ci.northville.mi.us

You're almost ready...

Step 7 Building Permits, Service Accounts, & Taxes

Building Permit

If you wish to make structural changes within your premises, a building permit must be obtained. Contact the Building Department with any questions.

Link: [Home](#) | [City of Northville](#) | [BS&A Online](#)

Shari Allen – Phone: 248-449-9902 Email: Sallen@ci.northville.mi.us

Water, Sewer, and Trash Account

To set up your water, sewer, and trash service accounts, contact the Finance Department.

Gloria Bell - Phone: 248-449-9901 ub@ci.northville.mi.us

Tax and Assessing

Annual personal property tax returns are mandatory under authority of the General Property Tax Act.

[Personal Property Statement - City of Northville, MI](#)

https://www.ci.northville.mi.us/services/tax_and_assessing/personal_property_statement

With any questions regarding taxes and assessing, contact Tax and Assessing

Ben Griffin – Phone: 248-305-2704 Email: bgriffin@ci.northville.mi.us



Step 8 Certificate of Occupancy

When all of your steps are complete, you may schedule a Final Site Inspection. Our Building Department along with Northville City Fire Department will conduct an onsite inspection and issue a Certificate of Occupancy.

To Schedule an inspection with the Building Department to set up an appointment.

Shari Allen – Phone: 248-449-9902 | Email: Sallen@ci.northville.mi.us



One Last Step to Go...

Welcome to Northville!



SHARE THE GOOD NEWS WITH US!

It's time to promote and celebrate! Let our Northville Downtown Development Authority (DDA) offices know you're ready to open and we will help promote your business on our social media platforms.

To be included in our monthly newsletters, socials, and more email our DDA and city offices. Courtney O'Hara, Communications – Phone: 248-305-2703 Email: cohara@ci.northville.mi.us



DDA: downtownnorthille
City: City of Northille, MI



DDA: downtownnorthille
City: City of Northille, MI

Sign up for EMERGENCY ALERTS

Receive by text and email.
nixle.com



WWW.DOWNTOWNNORTHVILLE.COM

WWW.CI.NORTHVILLE.MI.US



DOWNTOWN NORTHVILLE

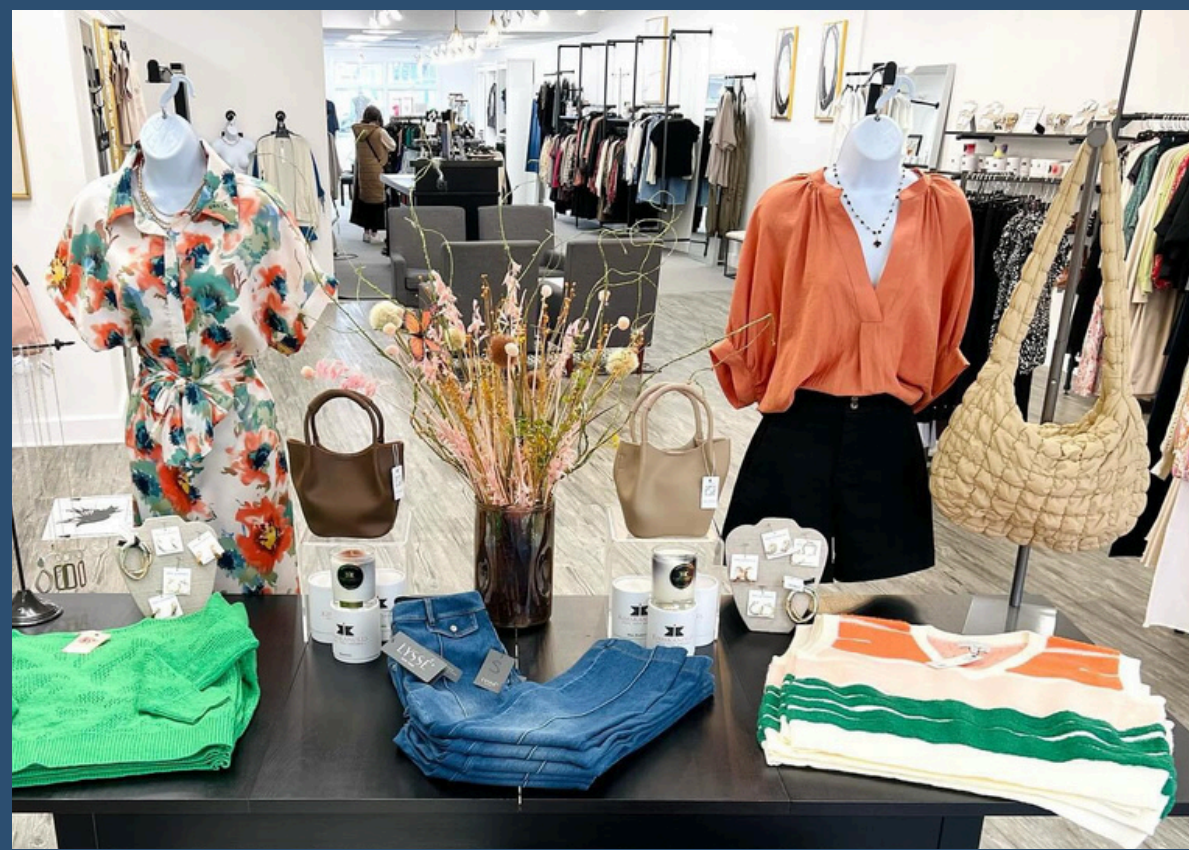
Each month discover downtown events, merchant and restaurant specials, and more. Sign up to receive it in your inbox monthly!

SIGN UP FOR CITY NEWS!



bit.ly/CityNewsSignUp

Your Northville DDA



The Northville Downtown Development Authority, DDA, comprehensively manages downtown to maximize our local economy. The DDA helps fund significant projects and on-going economic development activities to improve the quality of life, retain residents, attract talent and encourage and support private reinvestment, including:

- Analysis of economic issues taking place in the downtown district;
- Long range planning; land acquisition and improvement;
- Infrastructure and building construction, improvement, rehabilitation, maintenance and operation;
- Design, construction and maintenance of public facilities such as sidewalks, parking lots, streets, street lighting and parks.
- Revitalization of vacant and underutilized properties;
- Rehabilitation of historic buildings, assets and facades;
- Business recruitment and retention;
- Safety, security and maintenance programs; and
- Marketing and promotions
- Production of cultural programming, including more than 45 concerts and special events annually

The purpose of the DDA is to coordinate and support activities to promote the economic viability of the downtown area, acting as an advocate for a safe, clean and attractive central business district. A strong downtown center is a major attraction for development and enhances the quality of the life for the entire community.

Connect with our team:

DDA Director, Kate Knight | kknight@ci.northville.mi.us 248-305-2733

DDA Assistant Director, Stacy Pearson | spearson@ci.northville.mi.us 248-305-2734

Communications, Courtney O'Hara | cohara@ci.northville.mi.us 248-305-2703

www.downtownnorthville.com



City of Northville
Services at City Hall

8:00am - 4:30pm Monday through Friday

215 W Main St, Northville, MI 48167

www.ci.northville.mi.us (248) 349-1300

City Manager's Office

George Lahanas, City Manager
(248) 349-1300

Clerk's Department

Michaela Kleehammer, Clerk
248-349-1300
Notary, Records, Voting, Cashier,
Business Licensing, Permits

Communications

Courtney O'Hara, Comm. Specialist
248-305-2703
8:00am - 4:30pm

NCPD

Alan Maciag, Chief
248-349-5100
Non-Emergency Dispatch
248-349-1234
Safety, Parking

NCFD

Matthew Samhat, Chief
(248) 449-9920
Code Issues, Fire Safety,
First Aid Training

Northville DDA

Kate Knight, Director
248-349-0345

Finance & Tax Departments

(248) 449-9901
Taxes, Accounts Receivable,
Accounts Payable, Utility billing,
Online Bill Pay

Assessing

Ben Griffin, Assessor
(248) 305-2704

Building Department

Justin Quagliata, Director
248-305-2741
Inspections, Zoning, Ordinance &
Applications

DPW

Mike Domine, Director
(248) 449-9930
8:00am - 3:30pm
Trash, snow, water, trees,
cemetery, and construction.

www.ci.northville.mi.us