

7 STEPS

How to Open a Business in Royal Oak Township, MI



Verify Zoning

Before purchasing property or signing a lease, call the Planning Department to check that your type of business (commercial, industrial, office, etc.) is allowed at the location you are interested in under local law. This is a very important step because it prevents you from buying or leasing a property that you cannot use. More FAQs about Zoning can be found on the [Planning & Building web-page](#).



Apply for a Business License (or a Re-Use/Re-Occupancy Certificate)

Complete the Business License Application and submit your Application, along with the application fee (\$), at Township Hall - 21131 Garden Lane. If you are moving into an existing building and using it for a new type of business, you will also need to fill out a Re-Use/Re-Occupancy Certificate Application.



Zoning Review

The Planning Department reviews your Application for compliance with Zoning Ordinance requirements. If necessary, the Planning Department will contact you or perform a site visit for more information. Once approved, the Planning Department automatically forwards your Application onto the Building department so they can start the inspection process. If it is denied or more information is needed before it can be approved (such as a copy of a State license), you will be notified immediately.



Building and Fire Inspections

The Building Clerk reaches out to you to schedule on-site inspections. The site is inspected by the Building Department and Fire Department to ensure it complies with fire safety, mechanical, plumbing, electrical, and building construction requirements. If there are any violations or issues, the Building Clerk will provide you with a report that lists each item for you to fix.



Apply for Required Permits

Depending on the type of violation, you may be required to apply for construction permits through the Building Department in order to fix the violation. If you are making changes to the interior or exterior of the building, changes to parking lots or paved areas, or constructing any new structure or building, you will need a permit. All permit applications are submitted to the Building Department.



Final Building and Fire Inspections

You notify the Building Clerk that you are ready for a re-inspection. The Building Clerk schedules a re-inspection. The Building Department and Fire Department inspect the site again to check that all violations have been fixed, then approve the Application.



Approval and Issuance of Business License.

After all inspections have been performed and the Building Department has signed off, your Application is automatically forwarded to the City Clerk's office. The Clerk will then sign off and mail your Business License to your business address. Your business can begin operation as soon as you have received your License.



Contact Information

Building Department

bldgadmin@royaloaktwp.com

248-965-3582

Room 211 at 21131 Garden Lane (Grant School)

Open Mon-Thur 9AM-4PM

Planning Department

nwolf@mcka.com

248-596-0920

FAQs

How long will my business license review take?

If you are an existing business, your application will be reviewed by Planning, Building, and Fire within 10 business days. If you are a new business, your application will be reviewed by Planning, Building, and Fire within 30 business days. If any Building or Fire violations are found, you will need to go through additional rounds of inspections - this will extend your timeline.

How much does a business license cost?

A business license costs \$205 total as of December 2023. If you forget to submit your annual renewal, you will also be charged a \$25 late fee. The Township accepts cash or check payments.

Do home occupations need a business license?

No - home occupations need a permit from the Building Department, but they do not need a business license. [Click here](#) to learn more about the permitted and prohibited home occupations.

How often do I have to renew my license?

You need to renew your business license every year - licenses expire on December 31 and must be renewed no later than March 30. However, the inspection process will only occur every 2 years.

If my license is denied, can I be reimbursed?

No, the Township does not reimburse application fees.

Applications and additional information available:

www.royaloaktwp.com