CITY OF TROY

NEW BUSINESS CHECKLIST

Welcome to Troy, MI – Michigan's premier address for business, retail and commerce. With our ideal location, excellent City services and friendly business environment, you will find that Troy is a great place to start and grow your business. To get you started, the following checklist has been prepared to assist you in launching your business. You will find that Troy's plan review, building, permitting and inspection processes are fast, efficient and user-friendly. We look forward to serving you.

Site Selection/Resources

How Can We Assist You?	Please Contact
Find a site for lease or purchase	Mark Adams, Economic Development Manager 248.524.3314, mark.adams@troymi.gov
Schedule a pre-application meeting	
Identify business resources	

Site Plan Review

How Can We Assist You?	Please Contact
Check Zoning Ordinance for compliance	R. Brent Savidant, Community Development Director 248.524.3366 savidantb@troymi.gov
Determine if Site Plan Review is required	
Get development approval	

Building Services

How Can We Assist You?	Please Contact
Arrange for building permits and inspections	Salim Huerta, Building Official 248.524.3354 salim.huerta@troymi.gov
Discuss code compliance for project	
Building or property alterations may require submittal of a Site Plan for review	

Fire Safety

How Can We Assist You?	Please Contact
File an: Occupancy Permit Application (Fire Department will contact you after review)	Mike Koehler Deputy Fire Chief 248.524.3583 michael.koehler@troymi.gov
Schedule a fire inspection	
Ensure building and/or fire protection systems are adequate	

Signs

How Can We Assist You?	Please Contact
Determine if your business requires a sign permit, see Sign Code	Paul Evans, Zoning Specialist 248.524.3359, evanspm@troymi.gov

Assessments

How Can We Assist You?	Please Contact
Create a Personal Property Account	Kelly Timm, City Assessor (starting 6-14-21) 248.524.3305, kelly.timm@troymi.gov

Business Licensing

How Can We Assist You?	Please Contact
Contact our City Clerk's Office for business license requirements	Aileen Dickson, City Clerk 248.524.3317 aileen.dickson@troymi.gov
For State of Michigan licensing requirements: http://michigan.gov/statelicensesearch	

Other Important Contacts

How Can We Assist You?	Please Contact
Food service establishments: Contact the Oakland County Health Department	Oakland County Health Division 248.858.1280, www.oakgov.com
County and State registries for assumed business names	www.oakgov.com/clerkrod www.michigan.gov/lara