

# DEARBORN

## Ever Improving, *Always Home*

Call 943-2421 for details or visit [www.cityofdearborn.org](http://www.cityofdearborn.org)

## Economic & Community Development Guide

### LANDSCAPING & EXTERIOR PROPERTY MAINTENANCE

- City ordinance requires property owners and tenants to keep grass and vegetation cut to a maximum six inches or less year-around. This includes all alleyways, easements, fence and property lines.
- This includes public spaces between the front of the structure/property and the street.
- Noxious weeds, weed trees, saplings, and other vegetation that was not intentionally planted are prohibited from all areas of property. This includes property lines, parking lots, sidewalks, fence lines, and all other areas of property.
- Trees, bushes, landscaping, hardscape elements and outdoor furniture must be maintained to prevent obstruction and provide safe passage to pedestrian and vehicular traffic.
- Public sidewalks and right-of-way shall be maintained to be free of leaves, snow, ice and obstructions at all times.
- Landscaping shall be maintained in a healthy, neat, and orderly appearance; free from refuse and debris. All unhealthy and dead plant material shall be replaced immediately upon notice, or at the beginning of the next planting season as required.
- All landscape elements, such as but not limited to: benches, retaining walls, edging, and so forth shall be maintained in good condition and appearance. Rotted, deteriorated, or damaged landscape elements shall be repaired, replaced or removed upon notice.

**TAKE PRIDE IN YOUR PROPERTY!**  
Keep Dearborn clean and green.

### LITTER & SANITATION MANAGEMENT

- Accumulation of trash, rubbish, litter, yard waste including leaves and/or debris is prohibited from all areas of property. This includes, but is not limited to:
  - Sidewalks
  - Alleys
  - Dumpster enclosures
  - Landscaping features
  - Parking lots
  - Public spaces between the front of the structure/property and the street.
- All commercial buildings, establishments, or enterprises must provide for on-site sanitation collection. Rubbish and any other sanitation related materials generated on-site must be collected on-site.
- It is the responsibility of commercial property owners and/or occupants to provide for adequate on-site sanitation capacity to prevent the overflow and accumulation of waste outside of approved refuse containers.
- Dumpster enclosures and areas around dumpsters must kept clean and free of refuse, grease, and accumulation of trash/rubbish/goods/debris.
- The storage or accumulation of materials non-incident to the business, junk, goods and/or materials is prohibited. This includes, but is not limited to:
  - Parts of machinery or motor vehicles
  - Unused appliances stored in the open
  - Remnants of wood, metal, or any other castoff material of any kind, whether or not it can be put to any reasonable use.
  - Inoperable or salvage vehicles
  - Tires of all kinds

### PROHIBITED VEHICLE PARKING AND STORAGE

- Vehicles cannot be parked on lawns, sidewalks, public rights of way or unpaved areas.
- Only state licensed auto dealers with a valid CoFo may store vehicles for sale.
- Heavy automotive repair facilities cannot store vehicles for sale, inoperable, in-transit or vehicles otherwise in a non-roadworthy or state of disrepair except as specifically provided in Zoning 7.02(B)(8).
- Certain vehicles cannot be stored on commercial properties where such storage/use is prohibited by Zoning or Code of Ordinances. *This includes, but is not limited to: boats, other recreational, inoperable, and heavy commercial vehicles.*



**CITY OF DEARBORN**  
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**Comments:**

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Before you enter into a lease or purchase any commercial property, check with the Zoning Administrator to insure that the use you propose is allowed where the building is located.

### ZONING

- Tom Paison, Zoning Administrator can be contacted by calling 943-4151 or via email: [tpaison@ci.dearborn.mi.us](mailto:tpaison@ci.dearborn.mi.us).
- The City of Dearborn Zoning Ordinance can be found online at:  
<https://www.municode.com/library/mi/dearborn> (text)  
<http://www.cityofdearborn.org/government/city-clerk> (map)

### CERTIFICATES OF OCCUPANCY

- **All businesses are required to have a valid Certificate of Occupancy prior to operation or be registered as vacant.**
- This includes changes in use, occupants, tenants, and owners of the business or building.
- All businesses should keep a copy of their Certificate of Occupancy onsite at all times.

### VACANT PROPERTY REGISTRATION

- Commercial buildings or structures are considered vacant when not currently occupied or legally occupied (no Certificate of Occupancy). Commercial properties must be registered within 90 days of vacancy. Commercial Vacant Property Registration Form can be found online at: [cityofdearborn.org](http://cityofdearborn.org).

### RENOVATION OR CONSTRUCTION OF BUILDINGS

- If you plan on renovating or constructing a new building, please contact us before you submit your plans. You will need to complete a preliminary plan review. We will provide you with a list of steps and approvals necessary to complete your project

### LEASING COMMERCIAL PROPERTIES

- If you are leasing or otherwise occupying a commercial space, you must submit a Change in Occupancy application form. Based on occupancy inspections, you may be responsible for any and all repairs prior to issuance of a Certificate of Occupancy. Be sure to carefully read your lease agreement before you sign. The Change in Occupancy application is available online at the City of Dearborn's web site ([cityofdearborn.org](http://cityofdearborn.org)) or in the Commercial Services Office, 4500 Maple Street.
- In completing the Change in Occupancy application form, please make sure that your application is complete with all required documentation. Incomplete applications will not be accepted.
- Once submitted your property will be inspected by the City. Building reports will contain all items that need to be corrected to obtain a Certificate of Occupancy.
- You will have 90 days to complete all repairs listed on the building reports. You **MAY NOT** occupy or begin business operations until all final building inspections are performed and Certificate of Occupancy has been issued.
- City business licensing is required and available through the Dearborn City Clerk. Other licenses (county, state, federal) also may be required and are the responsibility of the business owner.

### PURCHASING A COMMERCIAL BUILDING

- All purchases of commercial property require a Certificate of Occupancy for closing. The application can be found online at the City of Dearborn's web site ([cityofdearborn.org](http://cityofdearborn.org)) or in the Commercial Services Office, 4500 Maple Street. All documentation required must be presented at the time of application.

### PERMITS REQUIRED

- Approved Building Permits and/or Zoning Compliance Certificates are required prior to beginning construction, renovation, and other building/property modifications. *This includes, but is not limited to:*
  - Any structural change or alteration
  - Electrical
  - Plumbing
  - Door & Window openings
  - Cement and Pavers
  - Signs

### SIGNS

- All business signs; permanent and temporary, require City approval (permits/licensing) prior to installation and/or erection.
- A Certificate of Occupancy or Application for Occupancy is required prior to City sign (permits/licensing) application being accepted.
  - For more information on sign standards, permits, or licensing, please contact:  
Brendan Donahue by calling 943-2158  
or via email: [bdonahue@ci.dearborn.mi.us](mailto:bdonahue@ci.dearborn.mi.us)

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