

**VILLAGE OF FRANKLIN  
NEW BUSINESS CHECKLIST**

Welcome to Franklin, MI – the perfect destination to visit, shop, dine or grow your business in this historic downtown. With our ideal location, excellent Village services and friendly business environment, you will find that Franklin 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 Franklin's plan review, building, permitting and inspection processes are fast, efficient and user-friendly. We look forward to serving you.

How Can We Assist You?

Please Contact

**Site Selection/Resources**

Find a site for lease or purchase	Meg Schubert Economic Development Director/ Main Street Executive Director 248.626.9666. ext 103, <a href="mailto:ed@franklin.mi.us">ed@franklin.mi.us</a>
Schedule a pre-application meeting	
Identify business resources	

**Commercial Construction/ Renovation Site Plan Review**

<a href="#">Check Zoning Ordinance for compliance</a>	Bill Dinnan Building Official 248.626.9666 ext 106, <a href="mailto:building@franklin.mi.us">building@franklin.mi.us</a>
Determine if Site Plan Review is required	
Get development approval	

**Building Services**

Arrange for building permits and inspections	Megan Bohm Building Clerk 248.626.9666 ext 102, <a href="mailto:building@franklin.mi.us">building@franklin.mi.us</a>
Discuss code compliance for project	
Building or property alterations may require submittal of a Site Plan for review	

**Fire Safety**

Schedule a fire inspection	Tony Averbuch Fire Chief 248.626.9862 <a href="mailto:taverbuch@gmail.com">taverbuch@gmail.com</a>
Ensure building and/or fire protection systems are adequate	

**Main Street Franklin**

Main Street Franklin, is an advocate for our Village businesses. We create events, provide business opportunities, market our businesses and provide a valuable resource for our existing businesses and future businesses.	Meg Schubert Economic Development Director/ Main Street Executive Director 248.626.9666 ext 103, <a href="mailto:ed.franklin.mi.us">ed.franklin.mi.us</a>
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**Signage**

Determine if your business requires a sign permit See Sign Ordinance: <a href="#">Sign Ordinance</a>	Meg Schubert Economic Development Director/ Main Street Executive Director 248.626.9666 ext 103, <a href="mailto:ed.franklin.mi.us">ed.franklin.mi.us</a>
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**Public Safety**

Questions or Concerns regarding issues of public safety	Daniel Roberts Chief of Police 248.626.9672 <a href="mailto:droberts@franklin.mi.us">droberts@franklin.mi.us</a>
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**Business Licensing**

Contact Village Economic Development Director for business license requirements	Meg Schubert Economic Development Director/ Main Street Executive Director 248.626.9666 ext 103, <a href="mailto:ed.franklin.mi.us">ed.franklin.mi.us</a>
For State of Michigan licensing requirements: <a href="http://michigan.gov/statelicensesearch">http://michigan.gov/statelicensesearch</a>	

**Other Important Contacts**

Food service establishments: Contact the Oakland County Health Department	Oakland County Health Division 248.858.1280, <a href="http://www.oakgov.com">www.oakgov.com</a>
County and State registries for assumed business names	<a href="http://www.oakgov.com/clerkrod">www.oakgov.com/clerkrod</a> <a href="http://www.michigan.gov/lara">www.michigan.gov/lara</a>