

Bulk Solid Materials Storage Permit Steps to the Finish Line

Step 1. The applicant [i.e. **Owner/Operator (O/O)**] prepares all of the necessary documentation beforehand to submit. Depending on the type of permit, General Compliance or Alternate Compliance, the applicant will have different requirements for applying and fees. Below are the requirements to be met as laid out in Chapter 42 of the City of Detroit Codes and Ordinances:

- [General Compliance Fugitive Dust Plan Requirements](#)
- [Alternative Compliance Operating Plan Requirements](#)
- [Alternative Compliance for Scrap Processors](#)
- [Additional Requirements for Carbonaceous Materials Bulk Storage](#)
- [Alternative Compliance for Qualified Bulk Solid Material](#)

Step 2. The applicant will submit the completed application and all of the required documents to BSEED Environmental Affairs (EA) at EA@detroitmi.gov or in person at 2 Woodward Ave, Suite 401, Detroit, MI 48202. If applying for Bulk Solid Materials variance, the applicant must submit the variance application in addition to the standard application.

[Bulk Solid Materials Storage Permit Application](#)

[Bulk Solid Materials Storage Variance Application](#)

Step 3. EA will review the application for content and completeness. The applicant will be contacted if there are any insufficiencies in their application via the supplied phone number or email. Once the application has been deemed to be sufficient an invoice will be generated by EA and sent to the applicant via email. The applicant has 30 days from the invoice being generated to pay their outstanding fees. They can do so through the online payment portal for BSEED or by scheduling an appointment to pay in person via the Qless system.

[BSEED Fee Payment Portal](#)

[Qless Appointment Scheduler](#)

Step 4. At the same time that the invoice has been generated, EA will reach out to the applicant to schedule the initial site inspection. The site inspection should take place within the 30 day period to pay fees. As part of the site inspection, the O/O should have prepared:

- A copy of the dust control plan/Permit to Install
- Dust control logs from the past three years minimum
- Air monitoring logs (if applicable)

If a variance is requested, a public hearing will be scheduled and all evidence collected from the inspection will be presented at the hearing. There will be a public comment period and a decision for variance will be given within 30 days of the hearing.

Step 5. After the inspection and all fees have been paid a General Compliance or Alternate Compliance Certificate of Operation will be generated by EA. The permit will be sent to the O/O via mail. The permit is good for one (1) year, at which time the permit will have to be renewed with EA. As part of the permit compliance a semiannual inspection will be scheduled every six months with the O/O by EA.