

# QUICK GUIDE TO CITY DEPARTMENTS

**313-800-5233**

## CITY ASSESSOR-Extension 820

**Prepares Regular and Special assessment rolls.**

**Processing Property Transfer Affidavits**

## CITY CLERK-Extension 821

**Maintenance and distribution of City government records**

**Administrative services to City Council**

**Election administration, including voter registration and candidate petitions.**

**Freedom of Information Act requests**

**Processing all Licenses (business, bike, pet etc.)**

**Notary**

## BUILDING DEPARTMENT- Extension 814

**All matters related to Building Construction and Inspection.**

**Issuing building, sign and trades permits**

**Rental registration and inspections**

**Certificate of Occupancy**

**Handling complaints related to buildings and rentals.**

**Vacant property registrations**

**313-800-5233**

**CODE ENFORCEMENT- Extension 813**

**Overgrown Grass and Weeds Front, Yard and Alley**

**Overgrown Tree's on private property**

**Junk or Abandoned Cars on private property (cars boats etc.)**

**Trash on property Front, Yard, Alley and Porches**

**Trash cans, Overflowing or Left out to early.**

**Indoor Furniture on Porches or Yards**

**Laundry on Porches**

**Feeding birds on private property**

**Graffiti**

**TREASURER - Extension 822**

***Collects Payments for Property and Income Taxes, Permits***

***Water bills and all Licenses Business, Animal and Bicycle***

***Collects all money due to the city of Hamtramck.***

**COMMUNITY AND ECONOMIC DEVELOPMENT - EXTENSION 818**

***Handles planning and zoning.***

***Community development***

***Processes event and film permit applications.***

***Selling of City Lots***

**313-800-5233**

**INCOME TAXES - EXTENSION 819**

**Enforcement of Income tax ordinances**

**DEPARTMENT OF PUBLIC SERVICES - EXTENSION 817**

**Water bills / Shut off / Turn on / Broken Water Main**

**Tree's / Trimming / Removal / City Tree's Only**

**Sidewalks / Streets and Alleys / Potholes / Sink Holes**

**Sewers / Street and Alley**

**Trash Pick Up**

**Grass Cutting City Properties**

**Snow Removal City Properties**

**POLICE DEPARTMENT**

**313-800-5281 EXTENSION 501 (Non-Emergency)**

**EMERGENCIES DIAL 911**

**Preserving Public Peace**

**Investigate Any Crimes against, Persons or Property**

**Investigate Any Suspicious Activity**

**Investigate any Reports of Narcotic Activity**

**Junk or Abandoned Vehicles on City Streets or City Lots**

**Illegal Dumping Real Time**

**FIRE DEPARTMENT / FIRE MARSHALL**

**313-305-4503 Extension 221 (non emergency)**

**Emergencies Dial 911**

**All Fires Regardless of Size**

**Barbequing on Porches is not allowed.**

**No Open burning, Firepits or Bonfires allowed.**

**Commercial and Residential rental inspections**

**Fire Alarms Sounding**

**Smoke Alarms Sounding**

**Carbon Monoxide Alarms Sounding**

**Natural Gas Leaks / Odor of Gas**

**Downed Wires / Electrical Issues**

**Extension Cords House to House or House to Car**

**Hazmat**

**Fire Education and Prevention**