



**CITY OF HAZEL PARK
APPLICATION FOR BUSINESS LICENSE**

☐ New - ☐ Renewal

BUSINESS ADDRESS: _____ **Hazel Park, MI 48030**

Business Name (as filed w/ State of MI): _____

Business Phone: _____ **Email Address:** _____

Renewal Reminders sent via email only

Days Open to Public: _____ **Hours Open to Public:** _____

Describe Business Activities: _____

Type (choose one): Co. ☐ Inc. ☐ DBA ☐ LLC ☐ Partnership ☐ Other: _____

If using a DBA, list all names under which you intend to operate: _____

Approximate # of Employees: _____ **Have any of the applicants been convicted of a Felony? Yes** ☐ **No** ☐

If yes for Felony, state charges, when, and where: _____

- BUSINESS OWNERS/OFFICERS/RESPONSIBLE PARTIES -

Copy of State-issued ID(s) required --- at least one listed individual must have a Michigan ID

Name: _____ **Phone:** _____

All previous/maiden name(s) and/or alias(es): _____

Address: _____ **City:** _____ **State:** **MI** **Zip:** _____

Driver's License #: _____ **Role with business:** _____

Name: _____ **Phone:** _____

All previous/maiden name(s) and/or alias(es): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Driver's License #: _____ **Role with business:** _____

- INFORMATION FOR OWNER OF BUILDING – (check here if same as Business Owner ☐)

Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

I do certify this document to be **TRUE** and **FACTUAL**. I will comply with all federal, state, and local laws, rules, and regulations, under penalty of law. I understand that applying for this Business License does not give me the right to occupy this property or operate any business therein or thereupon prior to issuance of a Business License, and that to do so is a violation of the Hazel Park Municipal Code and may result in my prosecution. I understand that Business Licenses expire on April 30th of every odd-numbered year and that I am responsible for contacting the Building & Fire Depts. to schedule the required inspections and do hereby consent to such inspections without further notice.

NAME OF OWNER/OFFICER/RESP. PARTY: _____

SIGNATURE: _____ **DATE:** ____/____/____

.....
This Portion for City Clerk's Use Only

Invoice #: _____ **Fee:** _____

Date: _____ **Initials:** _____ **License #:** _____

___ Building (248) 546-4075

___ Treasurer

___ Fire Dept. (248) 602-1767

___ Code Enforcement

___ Planning (if new Business)

___ Police Dept. (if new Business)

___ City Attorney (if new Business)

Departmental Signature

Date

NEW Business License

1. Verify with the Planning Dept. that your location is properly zoned for the proposed use.
2. Complete Business License Application (includes applicant's Driver's License and full payment) plus three (3) emergency contact cards and submit them to the City Clerk's Office.
3. Schedule inspections with the Building and Fire Departments. Any questions related to the inspection process should be directed to the department conducting the inspection.
4. Submit payment to the Treasurer's Office.

Business License RENEWAL

1. Complete a Business License Application and submit it to the City Clerk's Office, along with full payment and applicant's Driver's License(s). If current, the fee is \$300.00.
2. Schedule inspections with the Building and Fire Departments. Any questions related to the inspection process should be directed to the department conducting the inspection.
3. Submit payment to the Treasurer's Office.

If issued, your Business License will expire on April 30th of the next odd-numbered year (e.g., 2027). Make sure to renew your license before expiration, beginning on February 1st of the expiring year. Business Licenses are non-transferable.

BELOW IS A LIST OF SOME COMMON CODE VIOLATIONS

- Businesses must be licensed at all times in order to operate (Hazel Park Municipal Code 5.03).
- If a business owner is renting the property, the property owner must have a Landlord License at all times (5.42)
- Properties shall be well maintained, including landscaping, fences, pavement, windows and doors, grass and weeds, etc. (15.10, 15.12).
- Signs must be kept in good repair, and advertisements may cover no more than 25% of window space (15.44).
- Garbage must be stored in a proper dumpster located on an approved cement base (17.05.070).
- No outdoor storage is permitted unless approved and part of the site plan (8.50.020).
- Sidewalks must be cleared of snow and ice within 24 hours (12.04).
- Property defaced by graffiti must be restored to its original condition within 48 hours (International Property Maintenance Code 302.9).