



# CITY OF HAZEL PARK APPLICATION FOR BUSINESS LICENSE

\_\_\_ New \_\_\_ Renewal

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**A COPY OF A CURRENT DRIVER'S LICENSE OR STATE-ISSUED ID FOR ALL OWNERS AND OFFICERS LISTED MUST ACCOMPANY THIS APPLICATION. SUBMIT APPLICATION IN-PERSON TO THE CITY CLERK'S OFFICE.**

**BUSINESS ADDRESS:** \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Days & Hours of Operation: \_\_\_\_\_

Fully Describe Business Activities: \_\_\_\_\_  
\_\_\_\_\_

Type of Enterprise: *Co.* \_\_\_ *Inc.* \_\_\_ *Assumed Name* \_\_\_ *LLC* \_\_\_ *Partnership* \_\_\_ *Other:* \_\_\_\_\_

If using an assumed name, list all names under which you intend to operate: \_\_\_\_\_

Have you ever been convicted of a FELONY? Yes \_\_\_ No \_\_\_

If yes, state charges, when, and where: \_\_\_\_\_

***Business Owners and Officers must be listed below and shall provide a copy of Driver's License or State-issued ID.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Role with business: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Role with business: \_\_\_\_\_

**IF BUILDING IS NOT OWNED BY APPLICANT, A LANDLORD LICENSE MUST BE OBTAINED BEFORE A BUSINESS LICENSE CAN BE ISSUED.**

Name of Building Owner (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I do certify this document to be **TRUE** and **FACTUAL**. I will comply with all state and local legislation, under penalty of law. I understand that applying for this business license does not give me the right to occupy this structure, or operate any business therein, 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. By this application, I understand that it is my responsibility to contact the Building and Fire Departments for required inspections and do hereby consent to such inspections without further notice. If a Business License is granted, I understand that pursuant to Section 5.03.220 of the Hazel Park Municipal Code, failure to renew licensure before its expiration incurs a penalty of 25% of the license fee.

Owner or Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

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***This Portion for Clerk's Use Only***

Receipt #: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date: \_\_\_\_\_ Initials: \_\_\_\_\_ License #: \_\_\_\_\_

\_\_\_ Building (248) 546-4075

\_\_\_ Treasurer

\_\_\_ Fire Dept. (248) 602-1767

\_\_\_ Planning

\_\_\_ Police Dept.

\_\_\_ City Attorney

\_\_\_\_\_  
Departmental Signature

\_\_\_\_\_  
Date

## **HOW TO OBTAIN A NEW BUSINESS LICENSE**

1. If you are not the owner of the building, verify that the owner has a current Landlord License.
2. Verify with the Planning Department that your business will conform to zoning requirements.
3. Complete a Business License Application and three (3) emergency contact cards and submit them to the City Clerk's Office.
4. Submit payment to the Treasurer's Office.
5. Schedule inspections with the Building and Fire Departments. Any questions related to the inspection process should be directed to the department conducting the inspection.

*Copies of your Business License Application will be distributed to each of the departments listed at the bottom of the application for approval. If all departments approve the application, it will be added to the agenda of the next City Council Meeting. Only the City Council may approve new business licenses. Your business cannot operate until the City Council approves your license. The City Council regularly meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. The City Clerk's Office will notify you when your business license will appear before City Council.*

**Your Business License will expire on April 30<sup>th</sup> of the next odd-numbered year (e.g., 2019). Failure to renew before the expiration date will incur a 25% late fee.**

## **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. (17.60, 15.10, 17.28).
- 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 (17.14).
- 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 (302.9).