

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

New Renewal



BUSINESS ADDRESS: _____

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

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

Renewal Reminders sent via email only

Business Days & Hours of Operation: _____

Describe Business Activities: _____

Type of Enterprise: *Co.* ___ *Inc.* ___ *DBA* ___ *LLC* ___ *Partnership* ___ *Other:* _____

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

Have any of the applicants been convicted of a Felony? Yes ___ No ___

If yes, 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: _____

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

Role with business: _____

Name: _____ Phone: _____

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

Role with business: _____

- INFORMATION FOR OWNER OF BUILDING -

Name: _____ Phone: _____

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 I am responsible for contacting the Building & Fire Depts. for required inspections and do hereby consent to such inspections without further notice. Business Licenses expire on April 30th of every odd-numbered year (e.g., 2021).

Name of Owner/Officer/Responsible Party: _____

Signature: _____ **Date:** ____/____/____

This Portion for Clerk's Use Only

___ Building (248) 546-4075

___ Treasurer

___ Fire Dept. (248) 602-1767

___ Planning (if new Business)

___ Police Dept. (if new Business)

___ City Attorney (if new Business)

Receipt #: _____ Fee: _____
Date: _____ Initials: _____ License #: _____

Departmental Signature

Date

NEW Business License Application

1. Verify with the Planning Department that your business will conform to zoning requirements.
2. Complete a Business License Application and three (3) emergency contact cards and submit them to the City Clerk's Office.
3. Submit payment to the Treasurer's Office.
4. Schedule inspections with the Building and Fire Departments. Any questions related to the inspection process should be directed to the department conducting the inspection.

Business License RENEWAL

1. Complete a Business License Application and submit it to the City Clerk's Office.
2. Submit payment to the Treasurer'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.

If approved by all necessary departments and issued, your Business License will expire on April 30th of the next odd-numbered year (e.g., 2021). Make sure to renew your license before expiration. 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. (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).