



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***

Business Days & Hours of Operation:

Describe Business Activities:

Type of Enterprise (choose one): 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:
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 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., 2023).

NAME OF OWNER/OFFICER/RESP. 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)

Invoice #: 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 (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. **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, along with full payment and applicant's Driver's License(s). If current, the fee is \$300.00.**
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 issued, your Business License will expire on April 30th of the next odd-numbered year (e.g., 2023). 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. (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).**