



**City of Hamtramck**  
**Office of the City Clerk**  
**3401 Evaline, Hamtramck MI 48212**  
**313-800-5233 ext. 821**

<input type="checkbox"/>	New Business	LICENSE NUMBE
<input type="checkbox"/>	Renewal	_____
<input type="checkbox"/>	Change of Occupancy	
For Official Use Only		

# GENERAL BUSINESS LICENSE APPLICATION

- *Incomplete Applications **WILL NOT** be accepted, all areas shall be filled out or marked N/A*
- *The City of Hamtramck has a local income tax. You are required by law to file a Hamtramck Income Tax return with the Income Tax Department by April 30<sup>th</sup> of each year*

Type of Business/Check One

Sole Proprietor     
  Partnership     
  Corporation     
  Home-Business     
  Non-Profit

*Partnership or Corporation shall attach a listing of all partners/officers*

**Name of Business:** \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E- Mail: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Type of Business/Service: \_\_\_\_\_

**Federal Business Tax ID #:** \_\_\_\_\_ **Michigan ID # (LARA):** \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Sanitation Provider: \_\_\_\_\_

Dumpster Location: \_\_\_\_\_

**Business Owner Name** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Owner's Address \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ **Driver's License or State ID #:** \_\_\_\_\_

E-Mail \_\_\_\_\_

**Social Security Number XXX-XX-** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Emergency Contact Phone #:** \_\_\_\_\_

**Business Property:**      OWNED BY BUSINESS       LEASING

Property Owner (If Leasing): \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property owner Tax ID #: \_\_\_\_\_

## AFFIDAVIT

Applicants understand that they are responsible for obtaining all applicable governmental approvals necessary to operate their business in the city. Applicants further understand that their businesses must receive formal approvals and/or licenses from several city departments and, depending on the business, from state, county and Federal authorities before they can open their business. These licenses and approvals do not necessarily happen all at once or in sequence. License approval by one department within the city or by governmental entities does not guarantee that all license approvals necessary for opening your business will be obtained. Initiation of business, planning approved, construction activity, or partially approved business operations shall be undertaken at the applicant's own risk. Other required approvals may not be obtained and commencement of contemplated business operations fully approved. Applicants expending funds prior to obtaining all required licenses, permits, and approvals, do so at their own risk.

I certify that the statements made in this application are true and complete to the best of my knowledge. Furthermore, I am in full compliance with City Code Section 110.006, which in part states that applicants must not be indebted or obligated in any manner to the city except for current real estate taxes.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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

## ALL LICENSES EXPIRE ANNUALLY ON APRIL 30<sup>th</sup>

### Schedule of Fees Annual Fees

New Business Fee / Transfer	\$100
New Business Inspection Fee - Certificate of Occupancy & Fire Inspection (Non-refundable onetime fee)	\$300
Renewal Fee	\$100
Pawnshop (plus business license fee)	\$500/\$100
Precious Gems & Metal (plus business license fee)	\$500/\$100
Food Truck	\$100
Coin Machine Owner	\$100
Coin Machine Distributor (plus business license fee)	\$200/\$100
Peddler (additional per person fee)	\$100 / \$10
Non-profit / Religious Organization (with documentation of status)	Free
Junk Dealer (plus business license fee & \$1000 surety bond required)	\$75/\$100
Late Application Fee (50% of the license fee for the first 15 days that the license fee remains unpaid and for each additional day thereafter a fee of \$1 per day)	\$50/\$1
License fees authorized by state statute	\$5,000

If translation services are needed to complete or understand documents, please contact the department head to request accommodations.

إذا كنت بحاجة لخدمات الترجمة لإكمال أو فهم المستندات، يرجى الاتصال بمسؤول القسم لطلب الإفادة.