

GENERAL BUSINESS LICENSE

APPLICATION PROCESS

1. Secure a location:

Whether you have purchased a new property, or you signed a lease, this is your first step towards being a successful entrepreneur in Hamtramck.

2. Apply for a Certificate of Occupancy and Fire Inspection:

A "C of O" and Fire Inspection are required after any change of name on a business, or any new ownership of a business occurs. Visit the Hamtramck Building Department for more information.

<https://hamtramck.us/departments/building-department>

Cost: \$300 (non-recurring)

3. Apply for a Tax ID Number:

This can be done at <https://www.michigan.gov/taxes>

Cost: Free

4. Register your business name (DBA) with the Wayne County Clerk:

For more information visit:

<https://www.waynecounty.com/elected/clerk/assumed-names.aspx>

Cost: \$16 (non-recurring)

5. Apply for a City of Hamtramck Business License:

Paperwork is available online at <https://hamtramck.us/departments/city-clerk>

The City will check to see if you owe any personal back taxes, property taxes or personal property taxes. Some licenses such as Pawn License or Gold and Gem Dealer License require an additional police department background check.

Cost: \$100 annually

When the Building Official and Fire Marshal grant their approvals after your final business license inspections, and both tax departments approve, you will be issued your Hamtramck Business License!

Business Licenses are up for renewal every year on April 30th. They are not pro-rated. The Clerk's Office will send our renewal notices with invoices every spring, and they are due back in our office by April 30th each year. There is a \$50 late filing fee, with additional monthly penalties.

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 المساعدة.

যদি নথি সম্পন্ন বা বোঝার জন্য অনুবাদ পরিষেবার প্রয়োজন হয়, অনুগ্রহ করে বাসস্থানের জন্য অনুরোধ করার জন্য ডিপার্টমেন্ট সুপারভাইজারের সাথে যোগাযোগ করুন।