



City of Hamtramck – Clerk’s Office  
 3401 Evaline, Hamtramck, MI 48212  
 313.876.7700 x 3

NEW BUSINESS  
 RENEWAL  
 CHANGE OF OCCUPANCY

OFFICIAL USE ONLY  
**LICENSE NUMBER**  
 \_\_\_\_\_

# GENERAL BUSINESS LICENSE APPLICATION

Incomplete Applications will not be accepted.

Name of Business \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_ Number of Employees \_\_\_\_\_  
 Sanitation Provider \_\_\_\_\_ Alarm Company \_\_\_\_\_  
 Brief Description of Operation (types of goods/services) \_\_\_\_\_

Type of Business  Single Proprietor  Partnership  Corporation  Home Business

\*\*\*\*\* The following information is confidential \*\*\*\*\*

*If a Partnership or Corporation please attach a listing of all partners/officers.*

Business Owner Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Owner’s Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Tax ID # \_\_\_\_\_ Drivers License # \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security # XXX-XX-(\_\_\_\_\_) Gender  M  F  
Last Four Digits

Business Property  own  rent  lease (renting or leasing provide property owner information)  
 Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

PERSON TO CONTACT FOR POLICE EMERGENCY

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

### Affidavit

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 \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

### Schedule of Fees

**Note: All licenses expire June 30<sup>th</sup> of every year, please remember to renew!**

New Business Fee	\$70	Half Year	\$40
New Business Inspection Fee / Change of Occupancy (one time non-refundable fee)			\$135
Renewal Fee	\$60	Late Application Fee	\$30
Transfer Fee	\$70	Half Year	\$40
Pawnshop (+ license fee)	\$500	Junk Dealer (+ license fee)	\$50
Peddler (all-inclusive fee)	\$100	Non-Profit/Religious (w/ documentation)	FREE
Coin Machine Owner/Distributor (+ license fee)	\$50/\$200	← Additional documentation required.	See Clerk’s office

