



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

NEW BUSINESS
 RENEWAL

OFFICIAL USE ONLY
LICENSE NUMBER

GENERAL BUSINESS LICENSE APPLICATION

Incomplete Applications will not be accepted.

Name of Business _____
 Business Address _____
 Business Phone _____ Business Fax _____
 Brief Description of Operation (types of goods/services) _____
 Type of Business Single Proprietor Partnership Corporation

The following information is confidential

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

Business Owner Name _____ Phone _____
 Owner’s Address _____
 Business Tax ID # _____ Drivers License # _____
 Date of Birth _____ Social Security # _____ Gender M F

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

Please see reverse side for Schedule of Fees.

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 ordinance no. 396 section 6(4) 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 _____

PERSON TO CONTACT FOR POLICE EMERGENCY

NAME _____ PHONE NUMBER _____

DO NOT WRITE BELOW THIS LINE – FOR CITY OFFICIALS USE ONLY

Date Received _____ Total Fee _____

DEPARTMENTAL APPROVAL

Department	Comments	Date	Signature
Assessor			
Treasurer			
Income Tax			
Water			
Inspection Services			
Fire Marshall			

Approved Date of Approval _____ Denied Reason _____

Schedule of Fees

Note: All licenses expire June 30th of every year, please remember to renew!

New Business Fee	\$70	Half Year	\$40
Change of Occupancy (<i>New Business Only</i>) one time non-refundable fee			\$135
Renewal Fee	\$60	Late Application Fee	\$30
Transfer Fee	\$70	Half Year	\$40

Specialty Licenses

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 ←	<i>Additional documentation required.</i>	
			See Clerk's office

CHANGE OF OCCUPANCY APPLICATION

BUILDING AND INSPECTION SERVICES (NEW BUSINESS ONLY)

OFFICIAL USE ONLY

**LICENSE
NUMBER**

Incomplete Applications will not be accepted.

Date _____

Name of Business _____

Business Address _____

Business Phone _____ Business Fax _____

Proposed Use of Building _____

Previous Use of Building _____

Business Owner Name _____ Phone _____

Owner's Address _____

Building Owner or Agent Name _____ Phone _____

Building Owner or Agent Address _____

PLEASE READ CAREFULLY

The building must be ready for occupancy before the inspections are made (all utilities on).
All required permits must be obtained prior to inspections (building, electrical, mechanical, & plumbing).

I certify that the statements made in this application are true and complete to the best of my knowledge. I also understand that permits are required for new work and agree to have the required permits secured from the Department of Public Services.

Signature _____ Print _____ Date _____

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BUILDING INSPECTOR APPROVAL

Approved Date _____ Signature _____

Denied Date _____ Reason _____

Re-inspection Approval Date _____