



City of Hamtramck  
 Office of the City Clerk  
 3401 Evaline, Hamtramck MI 48212  
 313-800-5233

New Business  
 Renewal  
 Change of  
 Occupancy

LICENSE  
 NUMBER

Official Use Only

# GENERAL BUSINESS LICENSE APPLICATION

Incomplete Applications cannot be accepted

**Type of Business: Sole Proprietor Partnership Corporation Home Business Non Profit**  
 if Partnership or Corporation please attach a listing of all partners/officers

Name of Business \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Number of Employees \_\_\_\_\_  
 Business Tax ID# \_\_\_\_\_ Alarm Company \_\_\_\_\_  
 Sanitation Provider \_\_\_\_\_ Dumpster Location \_\_\_\_\_

\*\*\*\*The Following Information Is Confidential\*\*\*\*

Business Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Owner's Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Date of Birth \_\_\_/\_\_\_/\_\_\_ Driver's License or State ID Number \_\_\_\_\_  
 Gender:  M  F Social Security Number XXX-XX-\_\_\_\_\_  
 Business Property  OWN  RENT

If Leasing, Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Emergency Contact

NAME \_\_\_\_\_ Phone Number \_\_\_\_\_

## 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 Printed Name Date

## Schedule of Fees

### Applicable to New Businesses

New Business Fee	\$100	Late Application Fee	\$50
New Business Inspection Fee / Change of Occupancy (one time non-refundable fee)			\$175
Renewal Fee	\$100	Junk Dealer (+ license fee + \$1000 Surety Bond)	\$75
Pawnshop (+ license fee)	\$500	Non-Profit/Religious (w/ documentation)	FREE
Pawn Transaction Fee (+ pawshop+ license fee)	\$500	Peddler (all-inclusive fee + \$10 per person)	\$100
		Food Truck	\$100
Coin Machine Owner/Distributor (+ license fee)	\$50/\$200 ←	<i>Additional documentation and fees required.</i> See Clerk's office	

**ANNUAL LICENSE FEE \$100: Invoiced at Clerk's Office**

**\$175 one time inspection fee for NEW BUSINESSES: Invoiced at Building Dept**

**New Business Total: \$275**

### DISCLAIMER

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 that other required approvals will 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 have received a copy of this disclaimer from the City of Hamtramck.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Printed Name Date

**ALL LICENSES EXPIRE ON JUNE 30th**