



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 30th 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 Number (LARA): _____
Alarm Company: _____ Sanitation Provider: _____
Dumpster Location: _____
Emergency Contact Name: _____ Emergency Contact Phone #: _____

Business Property: OWNED BY BUSINESS ☐ LEASING ☐

Property Owner (If Leasing): _____ Property Owner Phone: _____
Property Owner Mailing Address: _____

******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 _____
Social Security Number XXX-XX-____

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 30th

Schedule of Fees Annual Fees

New Business Fee / Transfer	\$100
New Business Inspection Fee / Change of Occupancy (Non-refundable onetime fee)	\$200
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 بمفتوف القسم للمساعدة.

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