

BUSINESS LICENSE INSTRUCTIONS

1. PLEASE FILL OUT, LEGIBLY, THE ENCLOSED (3) FORMS:

- A) BUSINESS LICENSE APPLICATION
- B) POLICE CHIEF'S CERTIFICATE
- C) TENANT USAGE FORM

PLEASE NOTE: IF THESE FORMS ARE NOT RETURNED TO US COMPLETE THE APPLICATION WILL BE RETURNED.

RETURN ALL FORMS TO THE PUBLIC SERVICE DEPARTMENT AND WE WILL SEND YOU A COPY AFTER APPROVAL.

2. **A POLICE CHIEF'S CERTIFICATE MUST ACCOMPANY EACH NAME LISTED ON THE APPLICATION (INCLUDING THE BUSINESS OWNER).** THERE IS ONE ATTACHED, MAKE ADDITIONAL COPIES IF NECESSARY.
3. THERE IS A \$100 FEE FOR THE BUSINESS LICENSE AND A \$150 FEE FOR THE INSPECTION OF THE PREMISES. PLEASE ENCLOSE A CHECK FOR \$250 WHEN RETURNING THE APPLICATION, AND WE WILL MAIL YOUR BUSINESS LICENSE AND PAID RECEIPT.

THANK YOU!

DEPARTMENT OF PUBLIC SERVICE

**GROSSE POINTE FARMS
90 KERBY ROAD, GROSSE POINTE FARMS, MI 48236
(313) 885-4285**

City of Grosse Pointe Farms

90 Kerby Road
Grosse Pointe Farms, MI 48236
(313) 885-4285

APPLICATION FOR BUSINESS LICENSE ORDINANCE NO.240

INDIVIDUAL _____

PARTNERSHIP _____ DATE _____

CORPORATION _____

NAME OF BUSINESS, PROFESSION OR SERVICE _____ BUSINESS PHONE _____

TYPE OF BUSINESS _____

BUSINESS OWNERS NAME _____ HOME PHONE _____

BUSINESS ADDRESS _____

IF FIRM, CORPORATION, OR PARTNERSHIP, LIST OFFICERS OR PARTNERS

NAME	HOME ADDRESS	PHONE
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NAME	HOME ADDRESS	PHONE
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NAME	HOME ADDRESS	PHONE
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BUILDING OWNER'S NAME _____

APPLICANT MUST PROVIDE A PLOT PLAN SHOWING SIZE OF PREMISES TO BE LICENSED (INCLUDING SIZE OF STORAGE AND OTHER NON-BUSINESS USE AREAS) AND ON SITE PARKING SPACES.

FIRE CHIEF'S CERTIFICATION _____ SIGNATURE OF APPLICANT _____

POLICE CHIEF CERTIFICATION _____

FEE: \$250
(\$100 BUSINESS LICENSE &
\$150 INSPECTION)

BUILDING OFFICIAL/ DIRECTOR
OF PUBLIC SERVICE CERTIFICATION _____

INSTRUCTIONS FOR TENANT USAGE LETTER

THE PURPOSE OF THE LETTER IS TO PROVIDE INFORMATION TO VERIFY IF THE PROPOSED BUSINESS IS CONDUCTIVE TO THE ZONING DISTRICT.

ITEMS TO BE INCLUDED IN THE LETTER (ON BUSINESS LETTERHEAD)

- ◆ PERCENT OF USAGE I.E.: (____%) OFFICE (____%) WAREHOUSE
- ◆ FLOOR PLAN SHOWING ABOVE REFERENCED PERCENT OF USAGE I.E.:

SAMPLE

OFFICE 100 SQ. FT. (10%)	SALES AREA 750 SQ. FT. (75%)
STORAGE 150 SQ. FT. (15%)	

- ◆ ANY PROPOSED OVERNIGHT OUTSIDE STORAGE ON SITE, I.E. BUSINESS TRUCKS, CARS, ETC.
- ◆ DESCRIPTION OF BUSINESS AND ITS OVERALL CAPACITY.
- ◆ PROPERTY ADDRESS AND SPACE NUMBER
- ◆ NUMBER OF EMPLOYEES

**POLICE CHIEF'S CERTIFICATE
Grosse Pointe Farms Police Department
BUSINESS LICENSE CERTIFICATE**

BUSINESS ADDRESS: _____
STREET NO. _____
STREET _____
Phone No. _____
Business Name _____

A POLICE DEPARTMENT BUSINESS LICENSE CERTIFICATE MUST BE COMPLETED BY EACH OF THE BUSINESS MAJORITY OWNERS, PRINCIPAL OFFICERS, EXECUTIVES AND MANAGERS. THE MAKING OF FRADULENT OR FALSE STATEMENTS IN THE COMPLETION OF THIS CERTIFICATE WILL RESULT IN DENIAL OR REVOCATION OF THE BUSINESS LICENSE CERTIFICATE. PLEASE PRINT OR TYPE ALL REQUIRED INFORMATION. WHEN COMPLETED, FORWARD TO THE CHIEF OF POLICE.

NAME _____
LAST FIRST MIDDLE

DATE OF BIRTH _____ SEX _____ RACE _____
MONTH / DAY / YEAR

HOME ADDRESS _____
STREET NO. STREET CITY STATE ZIP

HOME TELEPHONE NUMBER _____ DRIVER'S LICENSE NO. _____
NUMBER STATE & YEAR

STATE TYPE OF BUSINESS OR NATURE OF SERVICES PROVIDED _____

STATE YOUR POSITION OR TITLE WITHIN THE BUSINESS _____

EXCLUDING MISDEMEANOR TRAFFIC OFFENSES, LIST ALL ARRESTS AND CONVICTIONS YOU MAY HAVE SUSTAINED FOR FEDERAL CODE, STATE STATUTE AND CITY ORDINANCE VIOLATIONS.

NAME & LOCATION OF POLICE AGENCY	NATURE OF OFFENSE	DATE OF ARREST	DATE OF CONVICTION
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MY SIGNATURE AFFIXED BELOW, INDICATES THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE PROVIDED HEREIN, IS ACCURATE AND TRUTHFUL.

SIGNATURE OF APPLICANT _____ DATE: _____

FOR POLICE DEPARTMENT USE ONLY

DATE RECEIVED: _____

REMARKS: _____

RESULTS OF COMPUTER CRIMINAL HISTORY CHECK _____

PROCESSING OFFICER (ATTACH COMPUTER PRINT OUT TO THIS FORM.)

POLICE DEPARTMENT BUSINESS LICENSE CERTIFICATE APPROVED () DENIED () FOR THE ABOVE APPLICANT.

CHIEF OF POLICE OR LIEUTENANT OF POLICE (ONLY) DATE

COMMENTS: _____