



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 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

