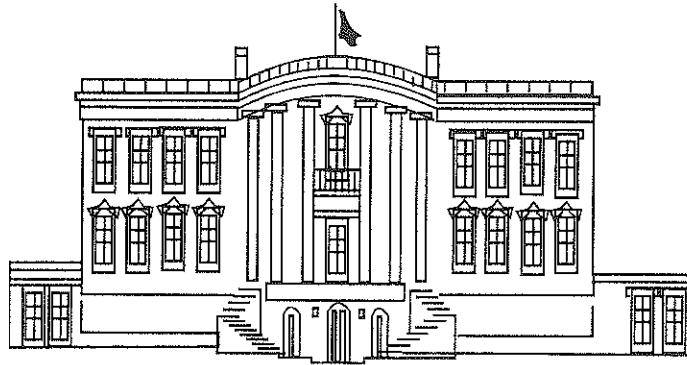


CITY OF PONTIAC

Michigan



BUSINESS LICENSING PROCEDURES

BUILDING & SAFETY DEPARTMENT

Business License Division
47450 Woodward Avenue,
Pontiac, MI 48342
248-758-2800

Business Licensing Procedures Generally

The City of Pontiac Municipal Code requires that all businesses acquire a business license upon commencing business operations within the City, Chapter 26, "BUSINESSES". In conjunction with Chapter 26, "BUSINESSES", the Business License Bureau is also regulated by the following chapters of the Municipal Code of the City of Pontiac, Michigan, as amended Chapter 6, "ADVERTISING", Chapter 10, "ALCOHOLIC LIQUORS", Chapter 86, "OFFENSES AND MISCELLANEOUS PROVISIONS", Chapter 114, "TRAFFIC AND VEHICLES", and Chapter 126, "VEHICLES FOR HIRE".

These ordinances are available online at:

www.pontiac.mi.us

It is required by city code that a new business/owner contacts Business Licensing Bureau at 248-758-2800, if your company:

- Moves within the city limits of Pontiac
- Moves outside the city limits of Pontiac
- Ceases business operation
- Changes ownership (licenses are not transferable or assignable)
- Changes use or type of business operation
- Will be having a special event (such as a tent sale, parking lot sale, used car sale or any other event) outside its routine operation

Additional licenses are required if your business has Incidental Businesses in conjunction with the Main Business.

Fees are set and reviewed by the Pontiac City Council. Payment must be made either by check or money order when the completed application is submitted. In accordance with city code, the approval process takes fifteen (15) business days to complete before a business license is issued. **You must obtain a Certificate of Occupancy and a Business License prior to conducting business.** (SEE FEES LISTED BELOW)

Detailed Requirements for Licensing Procedures:

This page provides a basic description of the City of Pontiac's Business Licensing requirements. It also provides information on Certificate of Occupancy (C of O) and requirements for businesses located in the City of Pontiac. This material is intended for general informational purposes only. It is current at the time of publication, but is subject to change as City Ordinances are amended, enacted or repealed.

Additional information relating to your business license may be obtained by e-mailing gbowdell@pontiac.mi.us and typing "**Business License Information Requested**" or by calling the Business License Division at 248-758-2800.

Application Forms

Business License applications are online and available at the Building & Safety Department 47450 Woodward Avenue, Pontiac Michigan 48342, 248-758-2800/FAX 248-758-2827. Please return the completed application and applicable fees to the above address.

Building & Safety Department Approval

After you have completed the application form, it must be approved by the Planning Division to ensure that your business location complies with licensing and zoning regulations. This approval process may take a few days. Certain restrictions may apply to home occupations, day care facilities, and businesses requiring state regulatory licensing.

Team Inspection or Plan Review

A Team Inspection is required for all businesses located within Pontiac city limits, excepting home occupations. A Team Inspection consists of the Building, Electrical, Fire, Licensing/Zoning, Mechanical, and Plumbing Inspectors coming into the business location to ensure that the building meets the minimum code requirements to operate business in the city.

A Plan Review is required for all businesses located within Pontiac city limits, excepting home occupations, whenever there is major renovation or a new building is constructed.

Three sets of sealed architectural drawings are required. Those plans must be review by the Building, Electrical, Fire, Licensing/Zoning, Mechanical, and Plumbing Inspectors and approved.

Your Certificate of Occupancy (C of O) is issued once all **Final Inspections** have been completed and approved.



City of Pontiac Department of Building Safety

Application For Business License

I. Business Information

Business Name (D/B/A): _____

Corporate Name: _____

Business Entity: _____

Type of Business: _____ NAICS Code: _____

Business Address: _____

City/State/Zip: _____

Business Telephone: _____

Business Fax: _____

E-mail: _____

Number of Employees: _____

SSN (for sole proprietor): _____

Federal Tax ID: _____

Office Use Only

Parcel ID: _____

Business ID: _____

Alarm System and Emergency Information

Alarm Company: _____

Alarm Type (please circle all that apply): Fire / Burglar / Other _____

Knox Box (circle one): No / Yes, location: _____

Storage of Hazardous Materials (circle one): Yes / No

If yes, please describe material, location, & quantity.) Please attach Material Safety Data Sheet): _____

Withholder FEIN on 941 _____

II. Business Owner Identification

A. Business Owner / Applicant Information (if this business is a corporation, please go to section "B")

Name: _____

Home Address: _____

Home Telephone: _____

City/State/Zip: _____

Date of Birth: _____

Driver's License #: _____

B. Business Manager Information

Name: _____

Home Address: _____

Home Telephone: _____

City/State/Zip: _____

Date of Birth: _____

Driver's License #: _____

C. Business Property own lease (Must provide property owner information)

Property Owner Name: _____

Headquarter Address: _____

Telephone: _____

City/State/Zip: _____

III. Contact Person Information - Emergency

Contact Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____

City/State/Zip: _____

Fax: _____

Email: _____



Business Certificate Type Form (check all that apply)

Business Certificate Fee Schedule

New Business Certificate	\$160.00 + Team Inspection	<input type="checkbox"/>
Business Certificate Renewal (annually)	\$160.00	<input type="checkbox"/>
Temporary Vendor	\$150.00	<input type="checkbox"/>

*Plus any applicable fees from the charts below

Niche Business	See Below	Check
Arcade and Vending Machines	\$25/machine	<input type="checkbox"/>
Massage Parlor	\$500.00	<input type="checkbox"/>
Newspaper Deliver Receptacle	\$1.00	<input type="checkbox"/>
Sidewalk Café	\$100.00	<input type="checkbox"/>
Taxicab	\$50/bond plate	<input type="checkbox"/>
Taxicab Business	\$100.00	<input type="checkbox"/>

Public Assembly	\$175.00	Check
Amusement Gallery		<input type="checkbox"/>
Dance Hall		<input type="checkbox"/>
Theatre		<input type="checkbox"/>

Transient Housing	See Below	No. of Rooms
Hotel/Motel	\$25/room - every three years	<input type="checkbox"/>
Transient Housing	\$210/room - every three years	<input type="checkbox"/>

Non-Profit Organizations	\$20.00	Check
Club/Service Organization/Hospitals		<input type="checkbox"/>

Temporary Permit	See Below	Check
Christmas Tree Sales	\$100.00	<input type="checkbox"/>
Circus or Carnival	\$350.00/Week	<input type="checkbox"/>
Daily Business License (1 day)	\$150.00	<input type="checkbox"/>
Daily Business License (ea. additional day)	\$100.00	<input type="checkbox"/>
Fireworks Display	\$100.00	<input type="checkbox"/>

Sound (public address)	\$100.00/3 days	<input type="checkbox"/>
Sound (vehicle)	\$100.00/annually	<input type="checkbox"/>
Transient Trader	\$10.00	<input type="checkbox"/>
Going out of Business Sale	\$50.00	<input type="checkbox"/>
Peaceful Assembly	\$75.00	<input type="checkbox"/>
Sound Permit	\$100.00	<input type="checkbox"/>

Businesses Requiring Bonds		Check
Auctioneer	\$2,500.00	<input type="checkbox"/>
Auctions	\$1,000-\$50,000 (Two times value of auction items)	<input type="checkbox"/>
Christmas Tree Sales	\$100.00	<input type="checkbox"/>
Circus or Carnival	\$1,000.00	<input type="checkbox"/>
Dry Cleaners	\$1,000.00	<input type="checkbox"/>
Frozen Confectioners (ice cream truck)	\$2,000.00	<input type="checkbox"/>
Junk Dealer	\$1,000.00	<input type="checkbox"/>
Junk Gatherer	\$200.00	<input type="checkbox"/>
Second Hand Dealer	\$2,500.00	<input type="checkbox"/>
Newspaper Deliver Receptacle	\$5,000.00	<input type="checkbox"/>
Sidewalk Café	\$300.00	<input type="checkbox"/>

Businesses Requiring Background Checks and/or Health Licenses	Check
Foot, Street, and Stationary Vendor	<input type="checkbox"/>
Frozen Confectioners (ice cream truck)	<input type="checkbox"/>
Peddler/Hawker (annual)	<input type="checkbox"/>
Peddler/Hawker (daily)	<input type="checkbox"/>
Solicitor	<input type="checkbox"/>
Taxi Cab Driver (\$100.00)	<input type="checkbox"/>

Office Use Only

Total Fee \$ _____

Applicant Signature

Applicant Name (Printed)

Date

