

Business License Application



City of Marine City
Department of the City Clerk
260 S. Parker
Marine City, MI 48039
(810) 765-8830
clerk@cityofmarinecity.com

Application Fee: \$200.00

(\$100 Clerk's Dept. + \$55 Building Dept. + \$45 Fire Authority)

*Application Fee includes calendar year license regardless of when purchased.

All business licenses expire December 31st

CASH/MONEY ORDER/CHECK ONLY

Cash Receipting Code: BUS LIC

Application Date: _____

NOTE: Make Clerk/Building check payable to City of Marine City & Fire Authority check payable to Marine City Area Fire Authority

Owner Information

Owner(s) Name: _____

Contact Number(s): _____

Email: _____

Mailing Address: _____

Business Information

Business Name/DBA: _____

Business Phone: _____

Business Address: _____

Business Mailing Address: _____

Number of Employees: Full Time: _____ Part Time: _____

Hours of Operation: _____

State Tax ID No.: _____ Federal ID No.: _____

Description of Business: _____

Ownership: Corporation: ☐ Sole-Proprietor: ☐ Partnership: ☐ LLC: ☐ Limited: ☐

Partnership: _____ Corporation Name: _____

Date of Opening: _____

New Business: _____ Transfer of Ownership: _____ Transfer of Existing Business to New Location: _____

Name of Previous Owner(s): _____

Previous Business Location: _____

Emergency Contact Information (After Hours)

Contact Name(s): _____

Contact Number(s): _____

Alarm Company Name: _____ Phone: _____

List any Flammable or Toxic materials stored in the Building: _____

Special Instructions for Police and/or Fire Department: _____

Certification

I certify that this business meets all County, State and/or Federal Licensing. I also certify that I have no outstanding overdue debt due to the city.

I hereby certify that I am the owner, or am authorized to act on behalf of the owner, of the above described business. I further certify that to the best of my knowledge this is a true and correct application, and understand that the falsification of this application is cause for revocation or suspension of this license.

Applicant Signature: _____ Date: _____



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Contact Numbers:

Building Official: (810) 765-9011
Fire Chief: (810) 765-8840
Police Chief: (810) 765-4040

Conditions for Approval:

When completing this application, please keep in mind that all new businesses **must** have their Business License approved by the City Commission **prior** to opening. Businesses transferring from one location within the City to another location must also have a new Business License approved by the City Commission.

No license or permit under the provisions of this code shall be issued to any person who is indebted or obligated to the City of Marine City for any sum of money, other than for current taxes. Section 110.07 – Conditions for Issuance.

Inspections of the building from which you are running your business must be made by the Building Official, Fire Chief, and Police Chief. You are urged to have all inspections completed sufficiently in advance (at least 10 days prior) of a Commission meeting to allow your application to be placed on the Commission Agenda.

The City Commission meets the first and third Thursday of each month. The agenda is prepared on the Thursday preceding the scheduled meeting, and your application must be processed and all inspections approved prior to being placed on the agenda.



YOUR OPENING WILL BE DELAYED WITHOUT PROPER APPROVAL OF THE CITY COMMISSION

Businesses may not open to the public until a license is approved and appropriate fees paid



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ANNUAL BUSINESS LICENSE DEADLINES

LICENSE EXPIRES: DECEMBER 31ST ANNUALLY LICENSE RENEWAL FEE: \$55 ANNUALLY

CITY OFFICE USE ONLY

License Fee: \$ _____

Paid Date: _____

Outstanding Debt Verified: _____

Special Notes: _____

Required Signatures

Building Official: _____ Date: _____

Fire Chief: _____ Date: _____

Police Chief: _____ Date: _____

City Manager: _____ Date: _____

City Commission: _____ Date: _____

City Clerk: _____ Date: _____

Date Issued: _____

Business License No.: _____