Jeffrey L. Mueller, City Administrator
Pamela Bratschi, City Treasurer

THE CITY OF LATHRUP VILLAGE
A HERITAGE OF GOOD LIVING

Gloria Harris-Ford, City Clerk
Maralee Rosemond, Recreation Coordinator

APPLICATION FOR GENERAL BUSINESS LICENSE/REGISTRATION

Business Name: _____

Address: _____

Business Telephone #: (____) _____ Fax#: (____) _____

Email Address: _____ Website: _____

New Business $50.00 ☐ License Renewal $10.00 ☐ Renewal with Penalty $30.00 ☐
(Non Refundable)

Please fill out the following information. Every line must be completed.
Incomplete application will be denied.

Business Information

Description (Include all goods or services to be purchased or sold. If needed, please attach additional sheet):

_____

_____

Number of Full-Time Jobs Created: _____ Number of Part-Time Jobs Created: _____

Hours/Days of Operation: _____ Number of Employees: _____

Estimated Amount of Money Invested in Property Prior to Opening: _____

Please list all officers, managers, etc (attach a separate sheet if needed):

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Form of Entity (proprietorship, partnership, corporation, other): _____

Business Owner Information

Name: _____ Telephone #: (____) _____

Home Address: _____

Business Owners Drivers License#: _____ Last 4 digits of Social Security#: _____

What Business have you been engaged in for past 12 months:

Name: _____ Address: _____

Building Information

Owners Name: _____ Telephone #: (____) _____

Property Owners Address: _____

Square Footage: _____ Number of Parking Spots: _____

Property is Zoned As: _____

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I do hereby acknowledge that I have been informed of the following City Codes and Ordinance:

A Business License Application must be submitted and approved before I may open my business.

I have received a copy of the Business Regulations Ordinance.

Prior to occupancy/or use, the Building Official must approve and certify that the property complies with City Codes and Ordinances.

An inspection must be requested before license is approved.

Business can only be conducted after receiving a signed Certificate.

No signage or advertising upon the premises shall be erected or installed without a Sign Permit approved by the Building Official.

Any other information reguarding Business must be submitted.

New Business/1st time applicant, Please submit a clear copy of applicant drivers license.

Applicants Signature: _____

Home Address: _____ Home Phone: _____
(Street, City, State, Zip)

**** Please return completed application with check by mail or with cash in-person to:**

The City of Lathrup Village
27400 Southfield Rd.
Lathrup Village, MI 48076

Office Use Only:

APPROVED **Denied** **Special Use/ZBA #_____**

Building Official _____ **Date:** _____

City Administrator _____ **Date:** _____

Property Inspected _____ **By** _____
(Date) **(Inspector)**

Date Received _____ **Zoning District** _____

License Expires: **March 31st of each year**