



3195 Wilson Avenue SW
Grandville, Michigan 49418-1274

Dear Applicant:

Congratulations on your plans to open a business in Grandville. This is to notify you that a license must be obtained before commencing business in the City. Each kiosk must be licensed individually and will be cancelled if the business closes and leaves the mall. Upon return to the City of Grandville to do business, a new license will be necessary for a \$25 fee. No more than one business may operate under one license.

Please find enclosed three forms, an application for kiosk license, and emergency forms for our Police and Fire Departments. Please return all forms and a check for \$25.00 made payable to the City of Grandville, Attn: Business Licenses. This fee is a one-time charge at the time you go into business.

Hereafter, each June you will be asked to renew (update) your license on a no-charge basis. You will receive renewal forms to complete and return to us by July 1st. If you fail to return the renewal forms by July 1st, your kiosk license will be cancelled. A new license and a \$25 fee would be necessary in order to comply with local license.

If you have any questions regarding licensing procedures, please contact the Business Licensing Department at (616) 531-3030.

Sincerely,

Business Licensing
City Clerk's Office



BUSINESS LICENSING POLICY FOR LICENSING OF KIOSKS

Accepted by City Council: April 28, 2014

Effective: July 1, 2014

Under Section 12-7 of the City of Grandville Code of Ordinance, the Grandville City Clerk is authorized to promulgate reasonable rules and regulations pertaining to the operation and enforcement of business licensing ordinance.

Parties who wish to operate kiosks will be required to apply for a business license and pay a one-time fee prior to commencing business within the City of Grandville. A kiosk business license must be renewed annually at no cost to the owner if renewed by July 1 of every year. If not renewed by July 1, the City shall have the right to charge a non-compliant fee. Any kiosks that are currently licensed and have paid a license fee will not be charged an additional fee. If a kiosk closes and leaves the mall, the license will be cancelled. A new application and fee will be necessary if returning to the mall.

Fees for all licenses issued by the City of Grandville shall be established by a resolution of the City Council.

Effective July 1, 2014, the Grandville Clerk's office will issue a business license for each of the kiosks individually.

Kiosk means a small light structure with one or more open sides used to vend merchandise or services.



KIOSK LICENSE APPLICATION

3195 Wilson Ave. SW – Grandville, MI 49418-1274 – (616) 531-3030 – Fax (616) 530-3859

Name of Kiosk		
Address of Kiosk		
Phone	Fax	Email Address
Name of Owner or Parent Company		
Address		
Address where renewal information should be sent		
Names of other Kiosks in Grandville		
Driver's license number of owner	Sales tax or Federal ID number	

FEES: **New Kiosk - \$25.00**

Please allow 5 business days for approval and processing.

I affirm that the above statements are true to the best of my knowledge. I agree to conduct my business in compliance with City Ordinances and State Law as required.

Applicant's Name (please print)	
Applicant's Home Address	
City/State/Zip	
Applicant's Home Phone	Email
Applicant's Signature (must be notarized)	Date

STATE OF _____ }

COUNTY OF _____ }

The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____ .
(Name of Applicant)

 _____ Notary Public

 _____ County and State

My commission expires: _____

Acting in the County of: _____

COPIES TO:	
Assessor	_____
Chamber	_____
Fire Dept.	_____
PROCESSED BY:	
