



City of Pontiac Code Enforcement Division

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		Check
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"/>
<i>*Plus any applicable fees from the charts below</i>		

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 License	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 _____