



**CITY OF OAK PARK, MICHIGAN
APPLICATION FOR BUSINESS LICENSE**

Please fill out **COMPLETELY** and return with FEE \$150.00

Note: This application does not constitute permission to open for business

**Technical and Planning
Department**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

WEBSITE: _____

BUSINESS OWNER: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

DRIVER'S LICENSE NUMBER: _____

HOME PHONE: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

HOME ADDRESS: _____

HOME PHONE: _____

EMAIL ADDRESS: _____

Office Use Only

Lic : _____

Fee: _____

Penalty: _____

Exp. Date: _____

PLANNING

Approval: _____

Date: _____

Zoning: _____

Sid# _____

Bus. Type: _____

BUILDING USE

Approval: _____

Date: _____

**BUILDING
INSPECTION**

Approval: _____

Date: _____

Please check the appropriate box(es)

- Merchant (Retail) (type) _____
- Merchant (Wholesale)
- Gas Station (# of nozzles/pumps) _____
- Professional (type) _____
- Sole Owner
- Partnership
- Corporation
- Other _____

ADDITIONAL INFORMATION

Did you Purchase an Existing Business? _____
(Previous Business Name) (Previous Owner Name)

Total # of parking spaces available to your business? ___ # of employees? ___ Sq. footage of your business? ___

Describe the nature of your business in detail _____

APPLICANT SIGNATURE _____ **DATE** _____

In an effort to preserve the safety of our residents, business owners and employees, patrons, and the City work force, the City of Oak Park requires all businesses to operate in accordance with the City Code of Ordinances and the International Property Maintenance Code (IPMC).

All businesses are required to carry a Business License and renew it annually. In addition, any new business that wishes to operate in the City of Oak Park is required to undergo proper zoning, building, fire safety inspections and approval by the City Council.

To obtain a new business license in the City of Oak Park:

- Fill out the application for a business license and turn it in to the Technical and Planning Department at 14300 Oak Park Blvd, Oak Park.
- It will be reviewed by the zoning and building departments to determine if the property is properly zoned for the type of business.
- The applicant will be contacted, usually within a week with the determination.
- Upon approval, the applicant will be a fee of \$150. The new business and address will be presented to council at the next available council meeting for approval. Council meetings are held the first and third Monday of each month. Payment must be received the Tuesday before the council meeting to be considered on the next council agenda.
- Once the business is set up and ready to open, the applicant should set up their business license inspections with the Technical and Planning Department. Both the Building Inspector and the Fire Inspector will conduct the inspection.
- Upon approval of all inspections, the business will receive a Business License Certificate.
- **Each business is required to renew its license annually. Renewal fees must be paid each year by December 31st to avoid late charges. Payments made after December 31st will be assessed late charges.**

BUSINESS LICENSING INSPECTION CHECKLIST

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Please review the following checklist. These are some of the items that are frequently in violation with building and fire inspections

- ❑ Business license inspections should be scheduled when the business is set up to open.
- ❑ Electrical boxes must be covered and labeled.
- ❑ Any electrical, plumbing or mechanical work performed should be done by licensed contractors and a permit obtained from the City of Oak Park.
- ❑ Maintain a clear path around electric panels.
- ❑ All egress lights and exit lights must work.
- ❑ Lever hardware must be installed on doors.
- ❑ Restrooms must be marked with signs.
- ❑ There must be 3 feet of clear space around the water heater.
- ❑ Tables and fixtures should be set up.
- ❑ All ceiling tiles should be in place.
- ❑ An accessible service counter is required; minimum 36" long and maximum 36" in height.