

BUSINESS LICENSES



The “Business License Application” is the first step in the licensing process. The application must be filled out in its entirety. The application will not be processed if it is incomplete. The information requested on the application is provided to other departments in the City such as Police and Fire. All new businesses will be forwarded to the Building Department for approval.

Fees are due at the time of application. Checks may be made payable to the City of Roseville and mailed to the address listed below. Gas stations should contact the Clerk’s Office prior to submission of an application.

City Clerk Richard M. Steenland
City of Roseville
PO Box 290
Roseville, MI 48066

PLEASE NOTE THAT PER CHAPTER 187 OF THE CITY OF ROSEVILLE CODE OF ORDINANCES A BUSINESS LICENSE IS **REQUIRED** TO OPERATE A BUSINESS IN THE CITY OF ROSEVILLE.

Chapter 187 of the Code of Ordinances

LICENSE RENEWALS

All business licenses expire on January 31st of each year.

The Clerk’s Office will mail renewal application in December to all of the businesses licensed the previous year.

The following Licenses are issued by the Police Department:

- Auction/Auctioneer
- Bicycle
- Carnival
- Christmas tree lot and grave blankets
- Dog Licenses
- Drive-in restaurant
- Fireworks sales
- Handbill and bill posters
- Junkyard/used auto parts
- Kennel license
- Liquor Control Commission Investigations
- **Pawnshops/ also required by the City Clerk**
- Parking lot/storage lot
- **Precious metals and gems dealers/ also required by the City Clerk**
- Skating rink
- Solicitor/canvasser
- Tattoo Parlor
- Therapeutic massage
- Massage therapist
- Truck/trailer rental
- Used car/truck sales
- Valet/parking lot
- Catering
- Ice Cream Sales
- Public Vehicle driver
- Taxicabs
- Vending and amusement devices

*****Home Occupation Permits must be obtained from the Building Department.*****

City of Roseville
2016 Business License Application
City Clerk Richard M. Steenland
(586) 445-5443

Name & Address of Business

FEE: (PLEASE CONTACT THE CLERK'S OFFICE TO VERIFY CORRECT FEE)
Mail completed application and fee to: City of Roseville, Attn: Business Licenses, 29777
Gratiot, Roseville, MI 48066

Applying for (check one)

EXISTING BUSINESS RENEWAL

NEW BUSINESS

NEW OWNER

NAME CHANGE

NOTE: Completion of this application and payment of fees does not constitute the approval of a business license. Per Chapter 187 of the City of Roseville Code of Ordinances, approval from the Building Department and Clerk's Office is required before a license may be issued. If approved, a license will be mailed to the business address provided on the application.

**** MUST COMPLETE THE ENTIRE APPLICATION ****

Type of Business: _____ Business Phone Number: _____

Business Owner: _____ Home Phone Number: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Corporate Address: _____ City: _____ State: _____ Zip: _____

Building Owner: _____ Phone: _____

Emergency Name: _____ Phone: _____

Contact (in case of fire, break-in or natural disaster)

Signature of Applicant: _____ Title: _____ Date: _____

LATE FEE: **\$15.00 per month after February 1, 2016**

***Annual license period: February 1 through January 31.**

Clerk's Office Uses Only

PPN:

C of O - Yes or No Initials: _____

Date Issued: _____ Initials: _____