

Introduction

Licenses are required to protect the consumer from fraudulent, incompetent, unsafe, unhealthy, and immoral products and/or practices. Conversely, licenses recommend the licensee has been initially investigated and the entity will provides valid, competent, safe, healthy, and moral products and/or practices.

Thus a license is intended to benefit both the consumer and the licensee, thereby enhancing the integrity of the business transaction.

This booklet is a brief overview of the City of Pontiac Business Licensing Process. The City of Pontiac encourages the development of new business within the corporate city limits of Pontiac, Michigan and the City's Business Licensing Bureau is eager to provide you with all available assistance.

If you have any questions, please contact the City of Pontiac Business Licensing Bureau @ (248)758-3305.



Frequently Asked Questions:

Where can I file for a D.B.A. (Business Name)?

Oakland County Assumed Names, 1200 North Telegraph Road, Pontiac, 248-858-0568.

Where can I obtain Sales Tax Number or a Wholesaler/Retailer License?

State of Michigan Treasurers, 517-335-1356.

Where can I obtain a Builder's License?

State of Michigan Licensing and Regulations, 517-241-9347.

Where can I obtain a Liquor License?

Michigan Liquor Control Commission, 517-322-1400.

How long does it take to get a City of Pontiac Business Certification?

Normally ten business days, some exceptions may apply.

Do I need pictures for my license?

Pictures are needed for Parking Attendants, Peddlers, Taxicab Drivers, Valet Attendants, and Vendors and can be purchased at your neighborhood Kinko's. The closet location to our office is at 42999 Woodward, Bloomfield Hills, MI 48304-5035, 248-332-0330. (In the Shopping Center with 24 hr. Rite Aid on Woodward and Square Lake Road).

Where can I obtain information on business plans, business training, business counseling?

Pontiac Growth Group, 8 N. Saginaw, Pontiac, 248-758-3936.

CITY OF PONTIAC MICHIGAN
DPW&U DEPARTMENT
Office of Building & Safety Engineering-Licensing
55 Wessen Street, Pontiac, MI 48342

City of Pontiac

Office of Building & Safety Engineering



Pontiac Police Department-ASD

Business Licensing Bureau

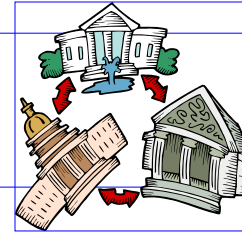
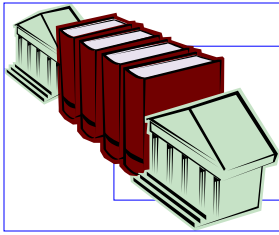
110 E Pike Street, 2nd Floor

Pontiac, MI 48342

248-758-3305/Fax 248-758-3464

Serving The Community
One Business At A Time.

Licensing Regulations



WHY BUSINESSES ARE LICENSED?

The Home Rules Cities Act is part of the State Law that regulates cities. Section 117.41 of this law states that a city may regulate trades, occupations, and amusements for the health, morals and welfare of the citizens. The Pontiac City Code, Section 26-6 says "No person shall directly or indirectly, operate, conduct, maintain, or manage a business, trade, occupation or premises for which a certificate of compliance is required..." The city can exercise its policing power to regulate business in the interest of health, safety and welfare.



This section of the ordinance also permits the city to restrict and oversee activities which may be harmful to the public including licensing and regulations of businesses to protect our citizens while enforcing health and safety regulations.

The City of Pontiac has chosen to regulate Pontiac business activity to protect Pontiac's citizens, by enacting numerous city ordinances. Currently there are approximately 70 License Categories with approximately 2,000 licenses issued annually.

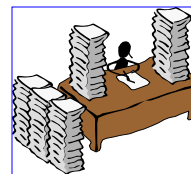
Issuance Of A Business License May Involve The Following Agencies/Departments/Divisions:

Building & Safety, Licensing & Zoning, Oakland County Health, Michigan Dept. of Agriculture, Income Tax, Treasurer's Office, Police, Fire, City Council.

Who Is Required to Get a Business License?

Any person engaging initially in the sale of goods, wares, service or merchandise and who, for the purpose of conducting such business, occupies a whole or a part of a room, building, structure, or vacant property for the exhibition and sale of such goods, must be licensed as an Initial Business. The Initial Business Certification allows a business owner to conduct business at the business site.

How Is A License Application Made?



An applicant for an Initial Business Certification must submit the original application to the Office of Building & Safety Engineering-Licensing for the appropriate license or licenses required for a desired business or activity. Subsequent renewals can be made by mail for certain categories; others renewals, such as vendors, peddlers, taxicab drivers, etc., require that the applicant reapply in person. Renewal of Licenses are: Annually, Weekly, Daily and per Event. A License Renewal Application is processed as if it were a new license each time it's renewed. (There is a non-refundable Application Processing Fee of \$10.00—\$50.00).

What Does A Business Certification Cost?

License Fees are set by an enacted ordinance and fee schedule and vary according to the category and type of license whether it is a new application or a renewal. All licenses shall be renewed annually **except** the Initial Business Certification which, is a Business License Renewal.

What Conditions Must Be Met In Order For A License To Be Issued?

Once an application has been made and the required fees are paid, various departmental inspections and investigations are made and approvals are forwarded to the Business Licensing Bureau for completion and issuance.

How Often Must Application Be Made?

All licenses except Initial Business Certification, Peddlers, Vendors, and Non-Permanent Licenses (Businesses outside of a building) are renewed annually by street name:

A-F March 31, Annually

G-M June 30, Annually

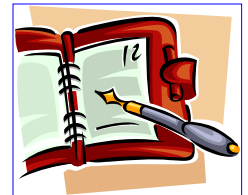
N-R September 30, Annually

S-Z December 31, Annually



How Are Businesses Monitored To Ensure Compliance With The Law?

The Office of Building & Safety Engineering has a Licensing & Zoning Inspector who inspects businesses annually and investigate complaints about any aspect of the business operations in Pontiac. Because of the Licensing Ordinance, appropriate steps are taken to ensure compliance with all applicable rules and regulations. The inspector also makes periodic, unscheduled inspections to monitor business operations for code compliance. Any questions or complaints about a business or service operating in the City of Pontiac (once directed to the Licensing Bureau staff) will be investigated.



CITY OF PONTIAC MICHIGAN DPW&U DEPARTMENT

Office of Building & Safety Engineering-Licensing
55 Wessen Street, Pontiac, MI 48342
248-758-2800

Mail or Visit the Business License Bureau @ the:

PONTIAC POLICE DEPARTMENT-ASD

Attn: Debra-Licensing
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