



**CITY OF PONTIAC**  
 COMMUNITY DEVELOPMENT DIVISION  
 BUILDING & SAFETY ENGINEERING  
 60 E PIKE STREET, LOWER LEVEL, PONTIAC MICHIGAN 48342  
 248-758-2809/FAX 248-857-5744

**Mayor Clarence E. Phillips**

**Art Mitchell, Director**

**APPLICATION FOR BUSINESS CERTIFICATION – RENEWAL \_\_\_\_\_ NEW \_\_\_\_\_**

The Building & Safety Engineering Division will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

**NOTE: SUPPLEMENTAL INFORMATION MAY BE REQUIRED**

**A Non-Refundable Fee of \$50.00 will be charged for processing Business Certification Applications.  
 A \$100.00 Penalty Amount will be charged for operating without a Business Certification.**

<b>I. BUSINESS INFORMATION</b>			
Business Name (D/B/A)		<b>Business Id#: For Office Use Only</b>	
CORPORATE NAME:		<b>Sidwell #: For Office Use Only</b>	
Type Of Business To Be Conducted:	<b>Application Fee</b>	<b>Penalty</b>	<b>Total:</b>
Business Address	City/State/Zip		
State Tax Identification Number	Federal Tax Identification Number		
Business Telephone Number	Business Fax Number		
<b>II. BUSINESS OWNER IDENTIFICATION</b>			
<b>A. BUSINESS OWNER/APPLICANT INFORMATION – For Police and Fire Information Only</b>			
Name		Home Address	
City	State	Zip Code	Home Telephone Number
Date of Birth	Social Security #		Driver's License #
<b>B. BUSINESS MANAGER INFORMATION – For Emergency Purposes Only</b>			
Name		Home Address	
City	State	Zip Code	Home Telephone Number
Date of Birth	Social Security #		Driver's License #
<b>C. HEADQUARTER INFORMATION</b>			
Headquarter Name		Headquarter Address	
City	State	Zip	Is This The Business Mailing Address _____ Yes _____ No
<b>III. CONTACT PERSON INFORMATION</b>			
Contact's Name		Contact's Business Mailing Address	
City	State	Zip	
Contact Person's Telephone Number		Contact Person's Fax Number	
Date of Birth	Social Security #		Driver's License #
Applicant's Signature:		Date Signed:	

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**FOR OFFICE USE ONLY**

DISTRIBUTION	APPROVED	DISAPPROVED	DATE
A – BUILDING OFFICIAL			
B – CITY ATTORNEY			
C – DDA			
D – DPW ENGINEERING			
E – DPW GARAGE			
F – FIRE MARSHAL			
G – GROWTH GROUP			
H – HOUSING INSPECTIONS			
I – INCOME TAX DIVISION			
J – LICENSE TECHNICIAN			
K – LICENSING/ZONING INSPECTIONS			
L – MI DEPART. OF AGRICULTURE			
M – OAKLAND COUNTY HEALTH			
N – PLANNING			
O – POLICE ID UNIT			
P – POLICE SERGEANT			
Q – RISK MANAGEMENT			
R – TREASURER’S OFFICE			

**FOR LICENSE TECHNICIAN USE ONLY**

<i>Zoning:</i> _____	<i>Sidwell:</i> _____
<i>Certificate Of Occupancy</i>	\$
<i>Team Inspection Fee</i>	\$
<i>Business Certification Fee</i>	\$
<i>Bond Required: Amount \$</i> _____	\$
<i>Contractor Registration</i>	\$
<i>Total Fee</i>	\$
<i>Penalty Fee</i>	\$
<i>Total Amount Due</i>	\$
<i>Check/Money Order Number</i>	
<i>Check/Money Order Date:</i>	<i>Received By:</i>

Business Certification Permit

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## Licensing Bureau Services Helpful Hints

### **New Business and Annual Renewal Requirements Municipal Code of Pontiac, Michigan Chapter 26, Businesses**

#### Section 26-38. Expiration Date.

- (a) The license year shall terminate at midnight, unless specifically stated otherwise in this article, next after the issuance of such license according to the following schedule:

City Street addresses beginning with the letters:

A through F: March 31	G through M: June 30
N through R: September 30	S through Z: December 31

- (b) The expiration date of each license shall be indicated on the face thereof.

Please be advised, the City of Pontiac does require an Annual Renewal through the Business Licensing Bureau for all licenses, permits, registrations, and/or certificates issued, unless otherwise specified.

#### Section 26-6. Certificate of compliance required.

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 by this chapter without first procuring such certificate in the manner prescribed in this chapter.

With the adoption of this chapter, a certificated of compliance shall serve as a business license, for purposes of this article.

**TYPE OF BUSINESS CERTIFICATION: PLEASE CHECK THE APPLICABLE BOX**

<b>IV. TYPE OF BUSINESS CERTIFICATION – APPLICATION FEE - \$50.00 – NON-REFUNDABLE</b>		
_____ Amusement Gallery - \$500.00	_____ Auction (Annual) Bond Required - \$250.00	_____ Auction ((Single Sales) - \$150.00
_____ Auctioneer - \$2,500 Bond & Photos - \$75.00	_____ Automobile Wrecker - \$500.00	_____ Bar, Bar/Restaurant, Bar & Grill - \$350.00
_____ Beauty, Barber, Nail Salon - \$100.00	_____ Beauty, Barber, Nail Supply - \$100.00	_____ Bicycle Registration - \$10.00
_____ Billiard & Pool Establishment - \$100.00 1 <sup>st</sup> Table	_____ Billiards – Each Additional Table - \$\$50.00 ea.	_____ Bowling Alley - \$250.00
_____ Business Directory – City of Pontiac - \$25.00	_____ Business Team & C. of O - \$275.00	_____ C. of O./Re-occupancy - \$25.00
_____ Christmas Tree Sales - \$100.00	_____ Christmas Tree Sales Cash Bond - \$100.00	_____ Cigarette Sales - \$100.00
_____ Circus or Carnival – Daily - \$125.00/day	_____ Circus or Carnival – Weekly - \$350.00/week	_____ Circus or Carnival Surety Bond - \$1,000.00
_____ Club - \$350.00	_____ Dance Hall (Public) - \$500.00	_____ Dry Cleaners/Laundromat - \$250.00
_____ Duplicate license, permit, certificate - \$10.00	_____ Farmer’s Market - \$50.00	_____ Filling Station - \$250.00
_____ Fireworks Display - \$150.00/occurrence	_____ Fireworks Sales - \$150.00/occurrence	_____ Frozen Confections Business - \$\$250.00
_____ Frozen Confections Vendor - \$100.00	_____ Game Room - \$250.00	_____ Going-Out-of-Business - \$100.00
_____ Convenience, Grocery, Party Store - \$350.00	_____ Handbill/Billposter - \$100.00	_____ Home Occupation Registration - \$25.00
_____ Hotel/Motel with Food or Drink - \$\$1,475.00	_____ Incidental to Main Business - \$100.00	_____ Initial Business Certification - \$250.00
_____ Junk Dealer - \$550.00	_____ Junk Gather - \$200.00 Surety Bond - \$100.00	
<b>For Information Purposes Only... _____ Liquor Transfer Requests - \$1,000.00</b>	<b>For Information Purposes Only... _____ Liquor Add/Drop Partners - \$500.00</b>	<b>For Information Purposes Only... _____ Liquor Add/Drop Space - \$250.00</b>
<b>Liquor Request Require Interview Applications</b>	<b>Liquor Request Require Interview Applications</b>	<b>Liquor Request Require Interview Applications</b>
_____ Massage Parlor - \$500.00	_____ Masseur/Masseuse - \$100.00	_____ Mechanical Amusement Device (3) - \$100.00
_____ Medical Office Registration - \$100.00	_____ New Car/Truck Dealer License - \$150.00	_____ Non-Profit Organizations - \$10.00
_____ Parking Lot/Structure - \$250.00	_____ Parking Lot/Structure Attendant - \$50.00	_____ Pawnbroker - \$3,000.00 Bond - \$500.00
_____ Peaceful Assembly Permit - \$75.00	_____ Peddler (Annual, Photos Required) - \$150.00	_____ Peddler (Daily, Photos Required) - \$20.00/day
_____ Penalty for Operating w/o a License - \$100.00	_____ Precious Gems & Metals Dealer - \$250.00	_____ Professional Office Registration - \$100.00
_____ Pub Certification - \$350.00	_____ Public Pay Telephones - \$100.00/phone	_____ Scrap Metal Processor - \$525.00
_____ Second Hand Dealer - \$250.00	_____ Sewer Installer – Class A Limited - \$75.00	_____ Sewer Installer – Class B Limited - \$100.00
_____ Sidewalk Builders-\$1,000 Bond - \$100.00	_____ Sign Renewal License/sign - \$25.00	_____ Sign Installer/Company - \$100.00
_____ Small Business Certification - \$100.00	_____ Solicitor’s Permit - \$25.00	_____ Sound Permit - \$100.00
Street & Stationary Vendors _____ Pontiac Foot Vendor (Ground) - \$150.00	Street & Stationary Vendors _____ Pontiac Foot Vendor (Top of Center) - \$50.00	Street & Stationary Vendors _____ Pontiac Silverdome Vendor - \$\$150.00
Street & Stationary Vendors _____ Special Event Vendor - \$50.00	_____ Street & Stationary Vendors - \$400.00	Street & Stationary Vendor _____ Helper (Daily) - \$10.00
Street & Stationary Vendor _____ Helper (Annually) - \$25.00	_____ Tattoo Establishment - \$500.00	_____ Taxicab Business - \$100.00
_____ Taxicab Meter Seal Inspection - \$25.00	_____ Taxicab Safety Inspection - \$48.00/hour/cab	_____ Taxicab Driver - \$20.00
_____ Team Inspection - \$250.00	_____ Theater - \$150.00	_____ Transient Housing - \$210.00
_____ Transitional Housing – New - \$2,043.00	_____ Transitional Housing – Renewal - \$1,125.00	_____ Used Motor Vehicle Dealer - \$250.00
_____ Warehouse Business Certification - \$50.00	_____ Valet Business License - \$250.00	_____ Valet Attendant License - \$50.00
_____ Vehicle Inspections - \$48.00/hour/vehicle	_____ Vending Machine Renewals - \$25.00/machine	_____ Vending Machine Company - \$100.00
_____ Warehouse Certification - \$100.00	<b>Application Fee - \$50.00 – Non-Refundable</b>	_____ Other

**Business Certification Permit**

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