



CITY OF PONTIAC - DPW&U DEPARTMENT

Office of Building & Safety Engineering

PONTIAC POLICE DEPARTMENT-ASD
Attn: Debra-Licensing
110 E Pike St., 2nd Floor, Pontiac Michigan 48342
248-758-3305/FAX 248-758-3464

Mayor Clarence E. Phillips

Allan E. Schneck, Acting Director

New Business/Owner Certification Requirements

Dear Business Owner,

We would like to take this time to thank you for your interest in conducting business in the City of Pontiac.

You've taken the time to contact the Business Licensing Bureau to request information on how to get your business started, and we have attached some information that we feel may be helpful in starting you on your way!

If you are a New Business/Owner and have not contacted our office for requirements, please be advised that you have 48 hours to come into this office and set up your Business Team Inspection and apply for your Initial Business Certification.

We hope that this information will give you an idea of what's required by Pontiac Municipal Code, Building & Safety Engineering and Planning. If you have any questions or concerns regarding starting a business in the city, please don't hesitate to contact the Debra E. Lavalais in the Business Licensing Bureau at 248-758-2809, if I'm not available, please leave a message and I will return your call at my earliest convenience.

Also, please be mindful that our mailing address is: **PPD-ASD, Attn: Debra-Business Licensing, 110 E Pike Street, 2nd Floor, Pontiac, MI 48342, 248-758-3305.**

Thank you for your interest in business within our city and best wishes in your endeavor!

WELCOME TO PONTIAC!



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NEW BUSINESS OWNERS:

1. A Team Inspection and Certificate of Occupancy (C of O) is required for any new business operating in the city or any new business location...please contact the DPW&U Department, 55 Wessen Street, Pontiac, MI 48342. Call Dianne at 248-758-2816 or Shanee' 248-758-2824. The cost for the Team Inspection (\$300.00) and Certificate of Occupancy (C of O) (\$50.00); **TOTAL AMOUNT DUE: \$350.00;**
2. An Initial/New Business (in a commercial location) requires payment by check **or (no starter checks)** or money order payable to the "City of Pontiac" in the amount of \$300.00, unless otherwise specified. This amount covers the cost of your Initial Business License-\$250.00, and Application Processing Fee-\$50.00, **TOTAL AMOUNT DUE: \$300.00.** All Business License paperwork and fees should be paid at: Pontiac Police Department-ASD, Attn: Debra-Licensing, 110 E Pike Street, Pontiac, MI 48342, 248-758-3305;
If you are submitting plans for Plan Review...you will only pay for the Initial Business License-\$250.00 and the Application Processing Fee-\$50.00, TOTAL: \$300.00;
3. An Initial/New Home Occupation Registration (in your home) or an Initial/New Non-Profit Organization Registration requires payment by check **(no starter checks, please)** or money order payable to the "City of Pontiac" **TOTAL AMOUNT DUE: \$300.00**, unless otherwise specified. This amount covers the cost of the Initial Business Certification-\$250.00 and the Application Processing Fee. You must take this payment to the Pontiac Police Department-Licensing; 110 E Pike Street to schedule get your Initial or New Home Occupation Registration;
4. A copy of the applicant's Driver's License, State Identification or Passport; and, check or money order payable to the "City of Pontiac" in the amounts listed above unless otherwise specified;
5. A copy of your business Articles of Incorporation, Limited Liability Company and/or Doing Business As-d/b/a; for Non-Profit Organizations; please also have a copy of your business 501(c)(3) paperwork; and,
6. Submit the completed business application (see page three (3) of this packet) and return to the Pontiac Police Department, 110 E Pike Street, Pontiac, MI 48342, 248-758-3305.



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Application for Initial/New Business Certification

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 \$50.00 Processing Fee will be charged for Business Certification Applications. A \$100.00 Penalty Amount will be charged for operating without a Business Certification. Payment by CHECK or MONEY ORDER ONLY: Payable to the "CITY OF PONTIAC"

I. BUSINESS INFORMATION

Business Name:		Business Id#: Office Use Only	
Corporation Name:		Sidwell #: Office Use Only	
Type Of Business To Be Conducted: Initial Business Certification - \$250.00	Processing Fee \$50.00	Certification Fee Total \$300.00	Total Amount Paid
Type Of Business To Be Conducted: Non-Profit Organization Registration - \$250.00	Processing Fee \$50.00	Non-Profit Total \$300.00	Total Amount Paid
Team Inspection: Team Inspection and Certificate of Occupancy - \$300.00	Processing Fee \$50.00	Team Fee Total \$350.00	Total Amount Paid
Business Address		City/State/Zip	
State or Federal Tax Identification Number		Business Telephone Number	Business Fax Number

II. BUSINESS OWNER IDENTIFICATION

A. BUSINESS OWNER/APPLICANT INFORMATION – For Police and Fire Information Only

Name		Home Address	
City	State	Zip Code	Home Telephone Number
Date of Birth	Social Security #		Driver's License #

B. BUSINESS MANAGER INFORMATION – For Emergency Purposes Only

Name		Home Address	
City	State	Zip Code	Home Telephone Number

C. HEADQUARTER/MAILING INFORMATION

Headquarter Name			Headquarter Address
City	State	Zip	Is This The Business Mailing Address _____ Yes _____ No

III. CONTACT PERSON INFORMATION

Contact's Name	Contact's Number:
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IV. ALARM COMPANY INFORMATION

Name:	Address: Please include City/State/Zip
Telephone #:	Type of Alarm System, please check appropriate type: _____ Fire _____ Burglar _____ Fire and Burglar

V. APPLICANT'S SIGNATURE:

VI. DATE SIGNED:

Rev: 09/11/08/del

FOR OFFICE USE ONLY

<i>DISTRIBUTION</i>	<i>APPROVED</i>	<i>DISAPPROVED</i>	<i>DATE</i>
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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Helpful Hints on Starting a Business in the City of Pontiac

1. **Registering a Business Name/d/b/a:** Oakland County Assumed Names, 1200 N Telegraph, Pontiac, MI 48341, 248-858-0568, www.oakgov.com/clkrod. FEE: \$10.00 per partner, call for more information.
2. **State Tax Identification Number/Wholesaler-Retailer License:** State of Michigan, Treasury Building, 430 W Allegan Street, Lansing, MI 48922, 517-373-3200, www.michigan.gov/business taxes. FEES: Vary.
3. **Small Business Withholding Tax Kit and Local Tax Forms:** City of Pontiac, Income Tax Division, 47450 Woodward Avenue, Pontiac, MI 48342, 248-758-3236: No Fee.
4. **Business License, Permit, Registration, Certification:** Pontiac Police Department-ASD, Attn: Debra-Licensing Bureau, 110 E Pike Street, 2nd Floor, Pontiac, MI 48342, 248-758-3305. For all Bicycle Registrations, Home Occupation Registration, Initial Business Certificates, Liquor License Interviews, Non-Profit Registration, Peaceful Assembly Permits, Professional Office Certificates, Small Business Certificates, Solicitors, Sound Permits, Vendors, Etc.; email licensing at: www.dlavalais@pontiac.mi.us. FEES: Vary-see Community Development Fee Schedule
5. **State of Michigan Occupation Licensing/Registration:** Michigan Department of Licensing and Regulations, Consumer and Industry Services, Law Building, 525 West Ottawa, P O Box 30004, Lansing, MI 48909, 517-241-9347, www.michigan.gov/mdcd. FEES: Vary.
6. **State of Michigan Child Day Care and Adult Foster Care Licensing:** State of Michigan Child Care of Adult Foster Care, 7109 W. Saginaw Street, P O Box 30650, Lansing, MI 48909, 866-685-0006 or 517-241-2488. www.michigan.gov/dhs. FEES: Vary.
7. **Foods Sales; Store Inspections/Approvals:** Michigan Department of Agriculture, 26400 Lahser Road, Southfield, MI 48034, 248-356-1700, or State of Michigan, Agriculture, 611 West Ottawa, P O Box 30017, Lansing, MI 48909, 800-292-3939 or 517-373-1104, www.michigan.gov/mda. FEES: Vary.
8. **Restaurants, Bars, Prepared Food Sales, Inspections/Approvals:** Oakland County Environmental Health, 1200 N Telegraph, Pontiac, MI 48341, 248.858.1280/858.1312 or 26400 Lasher Road, Southfield, MI 48034, 248-424-7000/424-7190, www.oakgov.com/health/info_pub/eh_food_sanocode.html. FEES: Vary.
9. **Food Services Management Certification Courses:** Oakland County Health Division (OCHD), Environmental Health Services, Management Certification, 27725 Greenfield Road, Southfield, MI 48076; Fees: \$90.00 per person. You may contact Oakland County Environmental Health, 1200 N Telegraph Road, Pontiac, MI 48341, 248-858-1312, www.oakgov.com/health/info_pub/eh_food_sanocode.html, for current certification classes.

Licensing Bureau Services Helpful Hints Directory Continued

10. **Vehicle Inspections for Food Sales/Storage:** Oakland County Environmental Health, 1200 N Telegraph, Pontiac, MI 48341, 248-858-1280/858-1312, www.oakgov.com/health/info_pub/eh_food_sanocode.html. Morning Appointments, please call to schedule appointments; FEES: Vary.
11. **Store and Bar Licensing for Lottery:** Michigan Bureau of State Lottery, 101 E Hillsdale, Lansing, MI 48909, 517-335-5600, www.michigan.gov/lottery. FEES: Vary.
12. **Liquor, Beer and Wine Licensing:** Michigan Liquor Control Commission, Secondary Complex, 7150 Harris Drive, P O Box 30005, Lansing, MI 48909-7505, 517-322-1400 or, Liquor Control Commission, Lincoln Park Office, 24155 Drake, Lincoln Park, MI 48335, 248-888-8700, www.michigan.gov/cis. FEES: Vary.
13. **Federal Tax Identification Number:** Internal Revenue Service-IRS Regional Office, P O Box 33050, Detroit, MI 48232, Tax Questions 800-829-1040, Tax Forms 800-829-3676 for Small Business Tax Kit. Web Site: <http://www.irs.ustreas.gov>.

Three ways to obtain Federal Tax Identification Number:

1. With application completed, call application information into the Cincinnati Office at 606-292-5467, 2. Or fax application into the Cincinnati Office at 606-292-5760, 3. Or mail application into: IRS-Entity Control STOP422, Cincinnati, OH 45999, and No Fee.

14. **Plan Exam/ Site Plan Review, Regulated Use Waiver, Special Exception Permit, Variances, Zoning:** City of Pontiac, Planning Division, 55 Wessen Street, Pontiac, MI 48342, 248-758-3640, FEES: Vary; for new and existing buildings, change of use, rezoning, etc.
15. **Building, Demolition, Electrical, Mechanical and Plumbing Permits, Team Inspections, Certificates of Occupancy and Certificates of Compliance:** Building & Safety Engineering Division, 55 Wessen Street, Pontiac, MI 48342, 248-758-2800, FEES: Vary; for new and existing buildings, alterations, repairs, renovations, etc.
16. **Charitable Organizations, Franchise & Business Opportunity, Non-Profit Raffle License, Non-Profit Status/Tax Exemption:** Michigan Attorney General Office, Charitable Gaming, Law Building-7th Floor, 525 West Ottawa, P O Box 30212, Lansing, MI 48909, 517-373-1110, 517-373-1152, and for Police and Fire Organizations: 800-769-4515, www.michigan.gov/ag.
17. **Small Business Loans, Industrial and Commercial Developments, City Parking Lots and Structures, Downtown Development Authority-DDA, Tax Increment Finance Authority-TIFA, General Building Authority-GBA,** Pontiac Growth Group, Industrial and Commercial Development, 8 N Saginaw, 3rd Floor, Pontiac, MI 48342, 248-758-3900. DDA telephone number: 248-758-3936.
18. **Better Business Bureau,** 30555 Southfield Road, Suite 200, Southfield, MI, 48076, 248.644.9100, Fax, 248-644-5026, Web Site: www.detroit.bbb.org.
19. **Small Business Administration,** 477 Michigan Avenue, Detroit, MI, 48226, General Information, 313-226-6075, Web Site: <http://www.sba.gov>.

State Of Michigan – Telephone Directory

1. **Builder's Examination Information: 1-800-733-9267**
2. **Consumer's verifying a Builder's License: 1-900-555-8374**
3. **Builder's License Renewal or Questions regarding an application fro Builder's License: 1-517-241-9254**
4. **Complaints against a Builder: 1-517-241-9202**
5. **Office of Local Government & Consumer Services: 1-517-241-9347**
6. **Office of Management Services: 1-517-241-9313**
7. **Barrier Free Design Section: 1-517-241-9300**
8. **Boiler Division: 1-517-241-9334**
9. **Building Section: 1-517-241-9317**
10. **Electrical Division: 1-517-241-9337/Fax 1-517-241-9308**
11. **Elevator Division: 1-517-241-9337**
12. **Mechanical Division: 1-517-241-9325**
13. **Plan Review Division: 1-517-241-9328**
14. **Plumbing Division: 1-517-241-9330**
15. **Licensing Division: 1-517-241-9347**
16. **Adult and Foster Care: State of Michigan, Division of Adult Foster Care Licensing, 7109 W Saginaw 2nd Floor, P O Box 30650, Lansing, MI 48909-8150, 1-517-373-8580.**

Licensing Bureau Services Helpful Hints Directory Continued

**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, Annually
G through M:	June 30, Annually
N through R:	September 30, Annually
S through Z:	December 31, Annually

- (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.

Section 26-54. Team inspection and certificate of occupancy required by BOCA National Building Code.

Prior to operating any business or occupation I the city, and pursuant to the rules and regulations of the BOCA Code, a team of inspectors; consisting of building, electrical, fire, licensing/zoning, mechanical and plumbing shall inspect proposed premises to be operated as a business or occupation.

Upon completion of said inspection, a written report will be forwarded to the applicant by the building and safety engineering division including any and all code violations, requirements for permits, and the requirements for work to be performed by licensed and registered contractors.

Upon completion of all work to correct code violations, the applicant is responsible for scheduling all final inspections to ensure issuance of the certificate of occupancy or compliance.

Please be advised that the Building & Safety Engineering Division requires a new business to apply for and receive their first or Initial Business Certification in conjunction with the business Certificate of Occupancy.

TYPE OF BUSINESS CERTIFICATION: PLEASE CHECK THE APPLICABLE BOX

IV. TYPE OF BUSINESS CERTIFICATION – APPLICATION FEE - \$50.00 – NON-REFUNDABLE		
___ 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 st Table	___ Billiards – Each Additional Table - \$50.00 ea.	___ Bowling Alley - \$250.00
___ Business Directory – City of Pontiac - \$25.00	XXX Business Team & C. of O - \$350.00	___ C. of O./Re-occupancy - \$50.00
___ 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 -	___ Incidental to Main Business - \$100.00	XXX Initial Business Certification - \$250.00
___ Junk Dealer - \$550.00	___ Junk Gather - \$200.00 Surety Bond - \$100.00	For Information Purposes Only... Liquor Transfer Requests - \$1,000.00
Liquor Request Require Interview Applications	___ 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
___ Peaceful Assembly Permit - \$75.00	___ Peddler (Annual, Photos Required) - \$150.00	___ Pawnbroker - \$3,000.00 Bond - \$500.00
___ Penalty for Operating w/o a License - \$100.00	___ Precious Gems & Metals Dealer - \$250.00	___ Peddler (Daily, Photos Required) - \$20.00/day
___ Pub Certification - \$350.00	___ Public Pay Telephones - \$100.00/phone	___ Professional Office Registration - \$100.00
___ Second Hand Dealer - \$250.00	___ Sewer Installer – Class A Limited - \$75.00	___ Scrap Metal Processor - \$525.00
___ Sidewalk Builders-\$1,000 Bond - \$100.00	___ Sign Renewal License/sign - \$25.00	___ Sewer Installer – Class B Limited - \$100.00
___ Small Business Certification - \$100.00	___ Solicitor’s Permit - \$25.00	___ Sign Installer/Company - \$100.00
Street & Stationary Vendors ___ Pontiac Foot Vendor (Ground) - \$150.00	Street & Stationary Vendors ___ Pontiac Foot Vendor (Top of Center) - \$50.00	___ Sound Permit - \$100.00
Street & Stationary Vendors ___ Special Event Vendor - \$50.00	___ Street & Stationary Vendors - \$400.00	Street & Stationary Vendors ___ Pontiac Silverdome Vendor - \$\$150.00
Street & Stationary Vendor ___ Helper (Annually) - \$25.00	___ Tattoo Establishment - \$500.00	Street & Stationary Vendor ___ Helper (Daily) - \$10.00
___ Taxicab Meter Seal Inspection - \$25.00	___ Taxicab Safety Inspection - \$48.00/hour/cab	___ Taxicab Business - \$100.00
___ Team Inspection - \$300.00	___ Theater - \$150.00	___ Taxicab Driver - \$20.00
___ Transitional Housing – New - \$2,043.00	___ Transitional Housing – Renewal - \$1,125.00	___ Transient Housing -\$210.00
___ Warehouse Business Certification - \$50.00	___ Valet Business License - \$250.00	___ Used Motor Vehicle Dealer - \$250.00
___ Vehicle Inspections - \$48.00/hour/vehicle	___ Vending Machine Renewals - \$25.00/machine	___ Valet Attendant License - \$50.00
___ Warehouse Certification - \$100.00	XXX Application Fee - \$50.00 – Non-Refundable	___ Vending Machine Company - \$100.00
___ Other _____		

Business Certification Permit

REV: 05/23/06/del