

CLERK'S OFFICE

BUSINESS LICENSING

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 incomplete. Important information is requested that the Police and Fire & Rescue Departments utilize in case of an emergency. **The current fee of a Business License Application is \$31.00.** Fees are collected at time of application and based on the type of business in accordance with the "General Licensing Fee Schedule" adopted by City Council. Please contact the Clerk's Office if you need assistance with determining the correct fee.

The second step is to immediately contact the Building Department either by telephone at 445-5010 or by stopping at Eastpointe City Hall TO MAKE AN APPOINTMENT FOR INSPECTIONS. The Building Department will collect their inspection fee (\$75.00), and will also collect the Fire Marshal inspection fee (\$75.00). The Building Department & Fire Marshal must issue a Certificate of Occupancy, and submit approvals to the Clerk's Office before a business license can be issued. **NOTE: No business shall be conducted or open until you have received your license.**

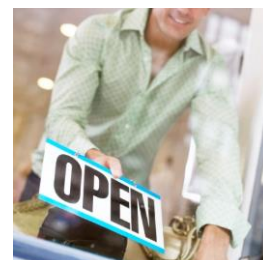
You will schedule all inspections at the time you submit your business license application. All fees are due at this time.

The Clerk's Office will then verify with the Treasurer's Office that no personal property taxes are due for your business location. Generally, this is only of concern when a business changes ownership and the equipment from the prior business owner remains at the location with the new owner. **NOTE: If any taxes are owed, this will prevent a license from being issued until paid.**

Once the Clerk's Office has all approvals, you will be mailed your official business license and are ready to open your business. Licenses expire June 30th of each year. You will be mailed a renewal form in May of each year.

If your business has any Mechanical Amusement Devices and/or Coin Operated Devices, they must also be licensed. Refer to the "Miscellaneous Licenses" section for specific rules and regulations, or call the Clerk's Office.

Click here for a Business License Application



DUTIES OF LICENSEE

Every licensee shall post and maintain the license issued at the business in a place where it may be seen at all times.

Every licensee shall permit all reasonable inspections of the business location and at all times, comply with the laws and regulations applicable to such business and all applicable ordinances and regulations of the City.

Every licensee shall properly display license stickers on all machines at the business location. Refer to "Miscellaneous Licenses", Mechanical Amusement Devices and Coin-Operated Devices section for licensing information.

Chapter 12 of the "Codified Ordinances of the City of Eastpointe" provides all information on business regulation and taxation code. This ordinance can be reviewed at the Eastpointe Clerk's Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

Contact the Clerk's Office at (586) 445-3661 ext. 2202 for assistance in obtaining your business license.

LICENSE RENEWALS

Business Licenses expire on June 30th of each year.

Renewal applications are mailed in May of each year to all businesses that were licensed the previous year.

All Personal Property Taxes and any past due amounts (including false alarm bills) owed to the City must be paid before a license is issued. Courtesy letters are sent in April to any business delinquent reminding them that in order to renew their business license all personal property taxes must be paid in full at the Macomb County Treasurer's Office. Other past due amounts owed to the City must be paid in full at the Eastpointe Treasurer's Office, City Hall.

A license that is not renewed by June 30th shall pay an additional penalty equal to 50% of the license fee for each month the license is not paid.

Several reminder letters are sent to businesses that have allowed their license to lapse before the matter is turned over to the City Attorney for legal action.

Contact the Clerk's Office at (586) 445-3661 ext. 2202 with any specific questions you may have relative to your business license renewal.