



**CITY OF ROCKWOOD
32409 FORT STREET
ROCKWOOD, MICHIGAN
PHONE (734) 379-9496**

BUSINESS LICENSE APPLICATION

DATE OF APPLICATION: _____

OWNER'S NAME _____

HOME PHONE # _____

OWNER'S HOME ADDRESS _____

THE UNDERSIGNED, HEREBY MAKES APPLICATION FOR A LICENSE TO CONDUCT
A _____ IN THE CITY OF ROCKWOOD, COUNTY
OF WAYNE, STATE OF MICHIGAN, IN ACCORDANCE WITH THE ORDINANCES OF
SAID CITY, SAID PLACE LOCATED AT:

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

HAVE YOU EVER ENGAGED IN THIS BUSINESS? _____

ADDRESS AND FORMER PLACE OF BUSINESS: _____

YEAR _____ NEW _____ RENEWAL _____ FEE \$ _____

SIGNATURE: _____

APPROVED BY WAYNE COUNTY BOARD OF HEALTH: _____

DATE

APPROVED BY:

| | | | |
|-----------------------------|--|-------------|--|
| BUILDING INSPECTOR | | DATE | |
| ELECTRICAL INSPECTOR | | DATE | |
| HEATING INSPECTOR | | DATE | |
| PLUMBING INSPECTOR | | DATE | |
| FIRE INSPECTOR | | DATE | |
| POLICE DEPARTMENT | | DATE | |
| WATER DEPARTMENT | | DATE | |
| ASSESSING DEPARTMENT | | DATE | |
| TAX DEPARTMENT | | DATE | |

BUSINESS LICENSE OR CERTIFICATE OF OCCUPANCY

HOME BUSINESS:

- Charge \$50.00 for the Building Inspector when the application comes in for review.
- The Building Inspector will review the zoning ordinance to determine if it is a permitted use, and he will be looking to see if the home business will cause any traffic or parking issues for the neighbors.
- Have the applicant sign the zoning ordinance for the city file.
- Give the applicant a copy of the zoning ordinance.

BUSINESS WITH A PERMITTED USE – SAME TYPE OF USE:

- Charge \$50.00 for the Building Inspector when the application comes in for review.
- The Building Inspector will review the zoning ordinance to determine if it is a permitted use and the use is the same. If it is a permitted use and the use is the same, the inspectors and the Fire Department will need to inspect the building (see fees below). If it is a new use, a site plan is required. An Administrative Review might be possible if there are no significant changes (a site plan is still required with an Administrative Review).

BUSINESS WITH NO CHANGE IN USE (NEW OWNER):

- Charge \$50.00 for the Building Inspector when the application comes in for review.
- The Building Inspector will make sure the use is the same and if any new equipment or alterations are made to the building. If a new sign or construction is needed, the applicant must contact the Building Department.
- Applicant to fill out an application for a business license - \$25.00 charge.
- Send a copy of the application to the Fire and Police Departments for their signatures. The Building Inspector will be the only inspector that will need to sign this application.

BUSINESS WITH A CHANGE IN USE:

- The City Planner must review all business applications.
- Have applicant fill out an Application for Site Plan Review.
- Before starting the process, make sure to get money for the pass thru.

| | FEE | PAY INSPECTOR | DATE OF INSPECTION | RE-INSP. FEE | DATE OF RE-INSP. | COMMENTS |
|-----------------------------|---|--|--------------------|--------------|------------------|----------|
| BUILDING INSPECTOR | \$100.00 | \$100.00 | | \$100.00 | | |
| ELECTRICAL INSPECTOR | \$50.00 | \$50.00 | | \$50.00 | | |
| MECHANICAL INSPECTOR | \$50.00 | \$50.00 | | \$50.00 | | |
| PLUMBING INSPECTOR | \$50.00 | \$50.00 | | \$50.00 | | |
| FIRE CHIEF | N/C | Fire Chief needs to meet with the applicant, needs to know exactly what type of business is going in the building and will need to do an inspection after the business is in the building. | | | | |
| POLICE CHIEF | N/C | | | | | |
| TOTAL | \$250.00 + Admin Fee & Plan Review | | | | | |

A FURNACE HEAT EXCHANGE TEST IS NEEDED (THE MECHANICAL INSPECTOR WILL INDICATE IF NEEDED ON THE INSPECTION SHEET.) PERMITS MUST BE OBTAINED BY A CONTRACTOR FOR BUILDING, ELECTRICAL, MECHANICAL AND PLUMBING (UNLESS THE APPLICANT IS A LICENSED CONTRACTOR).



Department of Police

Randolph Krause – Chief

32409 Fort Street • Rockwood, Michigan 48173

734-379-5323 • Fax 734-379-5758

EMERGENCY CONTACT FORM

The Rockwood Police/Fire Department is constantly updating the records that provide phone numbers to contact in case of an emergency.

Please complete the following information to allow immediate contact if an emergency or problem occurs at your business location.

NAME OF BUSINESS: _____

ADDRESS: _____

OWNERS NAME: _____

HOME PHONE: _____ CELL PHONE: _____

BUSINESS PHONE: _____

Please list two other names and phone numbers that may be contacted in case of emergency.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

DATE: _____

Thank you for your assistance in this matter. If there are any changes in the above contacts, please notify the Police Department at the above phone number and we will be glad to update the list.