

CHECK LIST-CITY REQUIREMENTS
ALL BUSINESSES OPERATING WITHIN CITY LINCOLN PARK

NEW BUSINESS:

1. All business located in Residentially Zoned District. (Operating out of your home) You must apply at the City Clerks' Office for a Home Occupation Registration. Have you?

_____ Completed Application

_____ Registered with County for your Assumed Name

You may not advertise your business or list you phone number in any directory until you have completed the City requirements for a home occupation.

2. For businesses located in the Commercially Zoned District: Have you?

_____ Verified with the building department that property location is zoned correctly for your proposed business.

_____ Applied for a Certificate of Occupancy?

If you are a new owner of an existing business, or you are changing the use for a commercial building, you must apply for a new CO with the building department.

Municipal Ordinances dictate that you may not open for business until you have received approval for your certificate of occupancy, or special approval from the Building Superintendent.

_____ Completed Business Registration Application

_____ Completed Key Holder form as provided for Police Department.

_____ Submitted payment for business registration and special licenses as required?

_____ Registered with County for your Assumed Name

Once you have completed the inspection requirements of the building department, please call that department for a final inspection. (313) 386-1800 ext. 256

Any additional information regarding your business, contact the City Building Department or the City Clerk's Office, or you may view our Municipal Code at www.citylp.com click on Ordinances.



City of Lincoln Park

DONNA BREEDING, CMC
CITY CLERK

OFFICE OF THE CITY CLERK

KERRY KEHRER
ASSISTANT CLERK

Dear Business Owner/Operator

The City of Lincoln Park is pleased that you have approached the City regarding opening a new business. To make the process easier for you, we are providing a New Business packet for your use. Please review each of the items in the packet; various offices and or departments have provided the items they feel will expedite the process of establishing a profitable business for you.

The Municipal Codes that govern the operation of your business may be found on our official web site www.citylp.com. You may access the entire Municipal Code by clicking on "Ordinance" on the home page. Chapter 802 thru 888 relate to the various Licenses and/or Registration requirements. A complete set of Ordinances may be viewed at the Public Library or at the City Clerk's Office.

No business, trade or industry that operates for a profit or gain wherein articles, products, goods, wares or merchandise manufactured, processed, assembled, fabricated, sold or offered for sale; wherein any service is performed upon or in connections therewith; or wherein any trade, occupation or profession is conducted, practiced, may operate without obtaining a Certificate of Occupancy from the Building Department. All businesses must be registered with the City Clerk's Office, **prior** to conducting business at your Lincoln Park establishment.

The information provided in the packet will be distributed to the various departments once documentation is completed and returned to the Clerk's Office.

If you have any questions or concerns, do not hesitate to contact my office.

Sincerely,



Donna Breeding
City Clerk

CITY OF LINCOLN PARK
CITY CLERK

Opening Date: _____

I.D.#: _____

APPLICATION FOR BUSINESS REGISTRATION

Type of Business: Corporation Partnership LLC Domestic Profit Corp Sole Proprietor

Name of Business/DBA: _____

Address of Business: _____ Phone No.: _____

Mailing Address: _____

Business E-mail address: _____

Nature of Business: _____

1) Resident Agent/Owner: _____ Home Phone No.: _____
(Title)

Home Address: _____
No. Street City/State Zip

Birth Date: _____ Driver's License #: _____

Owner e-mail address: _____

2) Resident Agent/Owner: _____ Home Phone No.: _____
(Title)

Home Address: _____
No. Street City/State Zip

Birth Date: _____ Driver's License #: _____

Owner e-mail address: _____

Is this a New Business \$40.00 Annual Business Registration \$35.00

Mechanical Amusement Devices #: _____ \$70.00 ea. Juke Box #: _____ \$25.00 ea.

If you have Mechanical Amusement Devices, who will your Distributor be:

Distributor Name: _____

Distributor's Mailing Address: _____
No. Street City/State Zip

Used Auto Dealer: \$100.00 Used Auto Parts: \$75.00 Auto Wash Rack: \$35.00 Restaurant \$30.00

Motorcycle Sales: \$150.00 Soft Drink: \$20.00 Ice Vending Machines: \$35.00 (Outside Storage)

Prior to opening for business, you must register in the City Clerk's Office and comply with requirements for a Certificate of Occupancy with the Building Dept.

Have you applied for a **CERTIFICATE OF OCCUPANCY**? YES NO

CONTINUED

THE FOLLOWING INFORMATION IS REQUIRED FOR THE ASSESSOR'S OFFICE FOR PERSONAL PROPERTY TAXES:

Date Business Opened: _____ Did you move this business from another location in L.P.? YES NO

If Yes, what was the previous address? _____

Did you purchase the personal property? YES NO Did you purchase the building? YES NO

If No, what is your monthly rent? _____ Square Footage _____

Name of Building Owner: _____ Phone Number: (____) _____

Address of: Building Owner: _____
No. Street City/State Zip

Name & Title of Person completing this form _____
(Please Print)

SIGNATURE OF APPLICANT: _____ **Date:** _____

PICTURE ID REQUIRED OF RESIDENT AGENT/OWNER WHEN APPLICATION IS FILED



City of Lincoln Park

Department of Police

1427 Cleophus
 Lincoln Park, Michigan 48146
 313-381-1800

Emergency Contacts Information

The information on this form is to be used by the Police Department to contact a "keyholder" in the event of an emergency concerning the building or business.
 This information is confidential - for law enforcement use only.

Business Name:	
Street Address:	
Public Business Phone: (with Area Code)	
Alternate "backdoor" phone number bypassing automated answering:	
Business Hours:	
Owner/Manager Email Address For incident follow up:	

Please list at least three persons who can be contacted.
 LPPD practice is to contact the closest person first.

Keyholder Name (please print)	City of Residence	Phone with Area Code

Even if your business has alternative emergency contact procedures, such as an alarm company or corporate security department, keyholder contact information is requested. If you choose not to provide the information, please check the box to the right and forward this form as described below.

No
 Info

Authorizing Signature

Date

Please return the completed form to:

Lincoln Park Police Department

Attention: Records Bureau

1427 Cleophus Lincoln Park, Michigan 48146

Phone: (313) 381-1832 Fax: (313) 381-8835 Email: records@cityLP.com



**CITY OF LINCOLN PARK
BUILDING DEPARTMENT
CERTIFICATE OF OCCUPANCY APPLICATION
313-386-1800 Press 2 and Follow Prompts**

FOR OFFICE USE ONLY
C/O No.: _____
FEE: _____

- This application **MUST** be accompanied by the following documents:
1. A fully dimensioned floor plan & parking layout for proposed use
 2. Copy of lease agreement or proof of ownership
 3. Copy of business owner's driver's license

(Please Type or Print)

Building Address: _____ Property Tax ID No.: _____ Zoning: _____

APPLICANT INFORMATION

Business Name: _____
 Business Phone No.: _____ Fax No.: _____
 Owner Manager Name: _____ After Hours Contact No.: _____
 Driver's License No.: _____ Date of Birth: _____
 Home Address: _____ City: _____ Zip: _____

BUILDING & BUSINESS INFORMATION

Type of Application: New Business Relocation within this City Change of Ownership

Anticipated Opening Date: _____ Hours of Operation: _____

Certificate is required PRIOR to opening.

Explain Use in Detail: _____

(Fully Describe All Goods Sold and Services Provided)

Square Footage: _____ Width/Length: _____ No. of Parking Spaces: _____ Private Lot Shared Lot

Will Additions or Alterations to the Building be Required? _____

Explain: _____

Building Owner Name: _____ Phone No.: _____ Fax No.: _____

Address: _____ City: _____ Zip: _____

- **ALL SIGNS REQUIRE SEPARATE PERMITS**
- **APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY**
- **CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION**
- **INSPECTION FEE IS BASED ON THE SQUARE FOOTAGE OF THE BUILDING:**
 - 1-2,000 sq ft = \$200.00
 - 2001 – 5000 sq ft = \$255.00
 - 5001 – 10,000 sq ft = \$310.00
 - Over 10,000 sq ft = \$365.00

I have read and understand the above information and am authorized to act on behalf of the business listed above.

Applicant Signature

Date

Dear Lincoln Park Business Owner,

The City of Lincoln Park started the **Lincoln Park Pride** program in 1995, and the success of the program is shared with its business partners.

LPPride's mission is to improve the environment within the City of Lincoln Park. It serves as a single point of contact, for businesses and residents alike, to report any violations of those ordinances that are intended to keep our City clean, safe, healthy, and a welcome place for all.

For your reference, the **LPPride** program has annually published a list of the few environmental obligations required of businesses in Lincoln Park. The major items are listed on the REVERSE of this sheet and can be posted for your employees.

In the rare circumstance where a business does not meet its obligations, either the owner or the business manager is held liable and may receive citations.

Please be advised - there are NO WARNINGS for violations.

If there are any questions on any environmental issues,
please contact the appropriate City Department
or the **Lincoln Park Pride** office at **313-381-3203** or
1-888-LPPRIDE.

Your business in Lincoln Park is appreciated, and **LPPride** looks forward to many more years of working with you to promote an environment where your business can flourish, enhancing the community as a whole.

Lincoln Park Pride

1-888-LPPRIDE

~ BUSINESS ENVIRONMENTAL RESPONSIBILITIES ~

1. **DUMPSTERS:**
Must be kept covered and the area around the dumpster must be kept clean and free of debris and trash.
2. **GARBAGE CANS:**
Require a tight fitting lid, must be in good condition, and stored in a place reasonably out of sight from the general public and inaccessible by animals, children, and the elements of nature.
3. **SNOW REMOVAL:**
The plowing of snow onto public sidewalks, alleys or roadways is strictly prohibited. Snow piles cannot obstruct the view of traffic. City sidewalks must be cleared of snow and/or ice within 24 hours of the last snow/ice fall.
4. **GRASS AND WEEDS:**
Businesses are responsible for any and all vegetation on or around their premises. Eight inches is the maximum height allowed for grass/weeds.
5. **ALLEYS:**
Businesses are responsible to maintain any overgrowth of weeds, grass, tree limbs and debris in the half of the alley adjacent to the property they are responsible for.
6. **SIGNS:**
The posting of signs on public property is prohibited. This includes the area between the sidewalk and the street, and utility poles.
7. **GRAFFITI:**
It is the business' responsibility to remove graffiti from commercial buildings within fifteen days. Lincoln Park's Citizen's Patrol Watch (CPW) may provide assistance. Their phone number is 313-381-3207.
8. **FALSE ALARMS:**
The Lincoln Park Police Department will assess fees for false alarm runs. Each business is allowed two free runs per calendar year.