General Business License Registration Application

Business Address:

Business Information

Name:

Mailing Address:

City:

State: Zip:

Corporation ☐ Partnership ☐ DBA ☐ Sole Proprietor ☐ Non Profit ☐

If Corporation, resident agent

Partners:

Federal Tax ID #:

Owner Information

Name:

Address:

City:

State: Zip:

Home Phone:

Business Phone:

Cellular Phone/Pager:

SS#: DOB:

Additional Information

Type of Business:

Does the business have an encroachment? ☐ Yes ☐ No
(Awning, sprinkler system, window well, etc.)

Alarm: ☐ Yes ☐ No

Sign: ☐ Yes ☐ No # of stories:

# of Employees: # of Handicap Parking Spaces:

110.37(G) Regulations:

(1) No license shall be assigned, sold or transferred, nor shall any license authorize any person other than the applicant to conduct business under such license.
(2) The applicant or licensee shall have a duty to notify the City Clerk of any changes in the information contained in an application which is pending or which is the basis for issuance of a license.
(3) All licenses shall be prominently displayed on the business premises at all times.
(4) No person shall add to, alter, deface, forge, or counterfeit any license which has been issued by the City.
(5) All licensees shall comply with all applicable City, State, and Federal Laws.

I hereby swear or affirm that I am the Owner/Agent/Operator of the above property and that the information contained on this application is true. I understand that **annual renewal is due by May 30th**.

X Date:

Total Square Footage: _____

Business License applying for (check one based on total square footage):

☐ 0-2,500 sq ft ☐ 2,501-9,999 sq ft ☐ 10,000 or more sq ft

License #:

Issued Date:

Fees:

(1) Business with a gross floor area of 0 – 2,500 square feet - $50.00
(2) Business with a gross floor in excess of 2,500 square feet and less than 10,000 square feet - $100.00
(3) Business with a gross floor area in excess of 10,000 square feet - $150.00

INSTRUCTIONS

1. Complete a separate form for each business to be registered.
2. Please make checks payable to: City of Saginaw Treasurer's Office
3. Mail completed application, payment and a photocopy of the owner or applicant's driver's license or state identification card to:

City of Saginaw
City Clerks Office
1315 S. Washington
Saginaw, Michigan 48601