General Business License Registration Application

Montrose City OFFICES Est. 1899

Business Name:

Physical Address:	**Additional Information:**
Mailing Address (if different than physical address):	Type of Business:
City:	Does the business have an encroachment? ☐ Yes ☐ No (Awning, sprinkler system, window well, etc.)
State: Zip:	
Email Address:	Alarm: ☐ Yes ☐ No
Corporation ☐ Partnership ☐ DBA ☐ Sole Proprietor ☐ Nonprofit ☐	Sign: ☐ Yes ☐ No # of stories:
Federal Tax ID #:	# of Employees: # of Handicap Parking Spaces:
Business Owner Name:	**Ordinance 434 Regulations:**
Building Owner Information	(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.
Name:	(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.
Address:	(3) All licenses shall be prominently displayed on the business premises at all times.
City:	(4) No person shall add to, alter, deface, forge, or counterfeit any license which has been issued by the City.
State:	(5) All licensees shall comply with all applicable City and State Laws.
Home Phone:	
Business Phone:	
Cellular Phone:	
Email Address:	

Signature & Date:

By signing this application, 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.

Fees: Registration and Inspection Fee is $150.00 per business. Fees not paid **within 15 days after** commencement of business will be subject to a 50% fine of the business license. This license does not apply to home based businesses.

***$60 Re-inspection fee**

OFFICE USE ONLY

Date Application Received: _____

Date & Amount Paid: _____

Check No. CC Payment or Cash: _____

INSTRUCTIONS

1. Complete a separate form for each business to be registered.
2. Please make checks payable to: **City of Montrose**
3. Mail completed application and payment to:
4. Review Checklist-address any issues
5. Schedule an inspection (810) 639-6168 ext. 6
   Or email: **permits@cityofmontrose.us**

City of Montrose
Attn: General Business License
139 S. Saginaw St.
Montrose, MI 48457