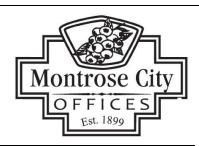
General Business License Registration Application



Business Name:	Business owner Phone #
Physical Address:	Additional Information:
Mailing Address (if different than physical address):	Type of Business:
City:	
State: Zip:	
Email Address:	
Corporation Partnership Sole Proprietor Non-Profit	Sign: Yes No # of stories:
Federal Tax ID #:	# of Employees: # of Handicap Parking Spaces:
Business Owner Name:	Ordinance 434 Regulations: (1) No license shall be assigned, sold or transferred,
Building Owner Information (If different from business owner) Name:	nor shall any license authorize any person other than the applicant to conduct business under such license.
Address:	(2) The applicant or licensee shall have a duty to notify the City Clerk of any changes in the
City:	information contained in an application which is pending or which is the basis for issuance of a
State:	license. (3) All licenses shall be prominently displayed on the
Home Phone:	business premises at all times. (4) No person shall add to, alter, deface, forge, or counterfeit any license which has been issued by
Business Phone:	the City.
Cellular Phone:	(5) All licensees shall comply with all applicable City and State Laws.
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 Failure to renew after expiration/15 days after opening/not obtaining: \$225 OFFICE USE Date Application Received:	
ONLY Date & Amount Paid:	
Check No. CC Payment or Cash:	

INSTRUCTIONS

- Complete a separate form for each business to be registered. Please make checks payable to: **City of Montrose**

- Mail completed application and payment to: Review Checklist-address any issues 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

City of Montrose - General Code Compliance Inspection

Exterior

Name of business shall be provided on the front of the building or on a sign

Address shall be posted on the front of the building. Numbers shall be at least 4" in height, with a minimum of

No combustible storage within 15 feet of a building

Dumpsters shall be kept in approved enclosures

No abandoned or unlicensed vehicles

Posted fire lanes must always be kept clear

ADA parking provided and posted

No sheds, containers, storage or temporary structures

Fences are in good condition

Parking, walkway, alley is properly lit

Exterior is in a "maintained" condition.

Lawn is mowed, trees and bushes trimmed, leaves cleaned up/snow is removed

No loose garbage

No harborage of pests

No chipped or peeling paint

No broken glass

Interior

Occupant load posted

Doors and exits are not blocked and do not require a key for exiting

Fire extinguishers shall be provided at each exit and 75 feet in between extinguishers (maximum). Fire extinguisher size and type is determined by occupancy type and building code

Fire extinguishers shall be installed 42 inches from finished floor to hanger

Fire suppression systems shall be inspected and tested annually by a certified contractor

Fire alarm systems shall be inspected and tested annually by a certified contractor

Storage height is limited to 12 feet if the building does not have a fire suppression system

Emergency lighting is required along the entire path of egress. A photometric plan may be required

Exit lighting shall always be illuminated with a back-up system

Extension cords may not take the place of fixed wiring. Extension cords are intended for temporary use

Compressed gas cylinders shall always be secured

Supply and drain plumbing shall have proper air gap, backflow or other sanitary protection device and

Stairs, rail, and guard rails are code compliant

ADA compliant restroom(s)

Hygiene products are provided

Building is kept neat and clean

No potential for the harborage of pests

No chipped or peeling paint

No broken glass

This list is not meant to be all inclusive. It simply highlights some of the items that the inspector will be looking for.

Should you have any questions regarding this matter, please contact me at the City of Montrose Offices at (810) 639-6168 ext. 6 or via email at permits@cityofmontrose.us

Respectfully,
Building Official, Matthew Leoni
139 S. Saginaw Street
Montrose, MI 48457
(810) 639-6168 ext. 6
permits@cityofmontrose.us