

BUSINESS LICENSES



Business License Application is the final step in the licensing process. All businesses are required to obtain a Certificate of Occupancy from the Building Department prior to occupying the building. Once a Certificate of Occupancy has been obtained, a completed application must be submitted to the Roseville City Clerk's Office. The application will not be processed if it is incomplete.

Fees are due at the time of application. Please call the City Clerk's Office at (586) 445-5443 to confirm type of application required and fee to be assessed. Checks are to be made payable to "City of Roseville" and mailed to:

***City Clerk Richard M. Steenland
City of Roseville
29777 Gratiot Ave.
Roseville, MI 48066***

PER CHAPTER 187 OF THE CITY OF ROSEVILLE CODE OF ORDINANCES A BUSINESS LICENSE IS **REQUIRED** TO OPERATE A BUSINESS IN THE CITY OF ROSEVILLE.

LICENSE RENEWALS

All business licenses expire on January 31st of each year. Late fees are assessed beginning February 1st. The City Clerk's Office will mail renewal applications in December to all Businesses licensed the previous year. If you do not receive or lose your Business License Renewal Form please call (586) 445-5443.

The following License types are issued by the City Clerk's Office:

- General Business
- Christmas Tree Lot and Grave Blankets
- Junkyard / Used Auto Parts
- Pawnshop / Pawn Broker
- Tattoo Parlor / Tattoo Artist
- Used Car / Truck Sales
- Vending and Amusement Devices

The following License types are issued by the Police Department:

- Bicycle
- Carnival
- Dog Licenses
- Handbill and Bill Posters
- Kennel Licenses
- Liquor Control Commission Investigations
- Precious gem and metal dealers
- Solicitor / Canvasser
- Massage
- Catering
- Ice Cream Trucks

******Home Occupation Permits must be obtained from the Building Department******

City of Roseville
2019 Business License Application
City Clerk Richard M. Steenland
(586) 445-5443

Business Name: _____

Address: _____

LICENSE NO:

DATE:

DO NOT FILL IN

TOTAL FEE AMOUNT DUE

\$25.00

- EXISTING BUSINESS RENEWAL
- NEW BUSINESS
- NEW OWNER
- NAME CHANGE

NOTE: Completion of this application and payment of fees does not constitute the approval of a business license. Per Chapter 187 of the City of Roseville Code of Ordinances, approval from the Building Department and Clerk's Office is required before a license may be issued. If approved, a license will be mailed to the business address provided on the application

Type of Business: _____ Business Phone #: _____

Business Owner: _____ Home Phone #: _____

Home Address: _____ City, State, Zip _____

Corporate Address: _____ City, State, Zip _____

Building Owner: _____ Phone: _____

Emergency Name: _____ Phone: _____

Email Address: _____

APPROVED BY

DO NOT USE THIS SPACE

Applicant's Signature _____

Title _____

Date _____

**MAIL THIS APPLICATION AND PAYMENT TO THE
CITY CLERK'S OFFICE 29777 GRATIOT AVE.
ROSEVILLE, MI 48066**

LICENSE WILL BE ISSUED BY THE CITY CLERK IF APPROVED.