



## REQUIREMENTS FOR OBTAINING A BUSINESS LICENSE

The following is a list of requirements for obtaining a Business License in the City of Center Line.

1. An application for a Business License must be filed with the City Clerk's Office.
2. You will be notified in writing upon approval of the license. A fee of \$100 will then be due.
3. A criminal history waiver must be completed for **each** person listed on the application.
4. An application for a Certificate of Occupancy must be filled with the Building Department and the inspection must be completed before the Business license application can be approved. Fee for Certificate of Occupancy: \$300 for businesses under 50,000 square feet. \$400 for businesses over 50,000 square feet.
5. An Electrical Permit must be obtained for any electrical repairs or replacements. This permit must be obtained by a licensed contractor.
6. A Plumbing Permit must be obtained for any plumbing repairs or replacements. This permit must be obtained by a licensed contractor.
7. A Building Permit must be obtained for any interior or exterior building alterations.
8. If food will be offered for sale, a License must be obtained from the Macomb County Health Department.
9. All inspections must be completed and departmental approvals received **prior** to approval of a Business License and Certificate of Occupancy.
10. **A business MAY NOT BE OPENED until a Business License has been issued.**

If there are any questions, contact the City of Center Line at 757-6800.

**7070 E. 10 Mile Rd., Center Line 48015 - 586-757-6800**

**[www.centerline.gov](http://www.centerline.gov)**

*"Smalltown Lifestyle in the Heart of Metro-Detroit"*



## CERTIFICATE OF OCCUPANCY APPLICATION

- RESULTS WILL BE ISSUED IN WRITING WITHIN 7 TO 10 DAYS
- RESULTS OF APPLICATION WILL NOT BE GIVEN OVER THE PHONE OR BY FAX
- Due to the volume of inspections, we are unable to schedule specified times. Inspections are performed between 9:00 A.M. and 4:00 P.M. on Tuesday and Thursday of each week, unless otherwise notified.
- The fee includes one (1) re-inspection, however, it does not include any permit fees, should there be any required by the inspection results. Fee by square footage: \$300 for up to 50,000 square feet, \$400 for over 50,000 square feet.
- There will be two (2) inspectors that will inspect the property. The inspectors do not travel together. Persons unable to be present during the inspection may leave a key with City Hall or install a lockbox and leave the combination with City Hall.  
\*\*Inspectors do not call before going to a property for inspection.

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Building Address: \_\_\_\_\_ **Center Line, MI 48015**

Business Name: \_\_\_\_\_

Building Use: Comm: \_\_\_\_\_ Lt. Indus.: \_\_\_\_\_ Heavy Indus.: \_\_\_\_\_ Other: \_\_\_\_\_

Explain Use: \_\_\_\_\_

Applicant/Tenant Name: \_\_\_\_\_

*(Print Full Name)*

Home Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License# (of applicant): \_\_\_\_\_ State Issued: \_\_\_\_\_

*(A copy of Driver's License is required)*

Building Owner: \_\_\_\_\_

*(Print Full Name)*

Owner address: \_\_\_\_\_

Total Square footage/Tenant Usage: \_\_\_\_\_ Sq. Ft. Width/Length: \_\_\_\_\_ No. of Floors: \_\_\_\_\_

Max. Number of Employees: \_\_\_\_\_ Largest Single Shift: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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### OFFICE USE ONLY:

DATE OF INSPECTION \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Circle Fee:	\$300	\$400
	0-50,000 sq. ft.	Over 50,000 sq. ft.

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