



Kerry A. Kehrer  
City Clerk

## City of Lincoln Park

Jessica Martin  
Deputy Clerk

OFFICE OF THE CITY CLERK

Dear Business Owner/Operator:

The City of Lincoln Park is pleased that you have approached the City regarding opening a new business. To make the process easier for you, we are providing a New Business packet for your use. Please review each of the items in the packet. Various offices and or departments have provided the items they feel will expedite the process of establishing a profitable business for you.

The Municipal Codes that govern the operation of your business may be found on our official web site [www.citylp.com](http://www.citylp.com). You may access the entire Municipal Code from the home page by clicking on "How Do I" then "Find an Ordinance". Chapter 802 thru 888 relate to the various Licenses and/or Registration requirements. A complete set of ordinances may be viewed at the Public Library or at the City Clerk's Office.

No business, trade or industry that operates for a profit or gain wherein articles, products, good, wares or merchandise manufactured, processed, assembled, fabricated, sold or offered for sale; wherein any service is performed upon or in connections therewith; or wherein any trade, occupation or profession is conducted, practices, may operate without **obtaining a Certificate of Occupancy from the Building Department**. All businesses must be **registered with the City Clerk's Office** prior to conducting business at your Lincoln Park establishment.

The information provided in the packet will be distributed to the various departments once documentation is completed and returned to the Clerk's Office.

If you have any questions of concerns, please feel free to contact my office at 313-386-1800 ext. 1248.

Sincerely,

Kerry A. Kehrer  
City Clerk

CHECK LIST-CITY REQUIREMENTS  
ALL BUSINESSES OPERATING WITHIN CITY LINCOLN PARK

NEW BUSINESS:

**1. All business located in Residentially Zoned District. (Operating out of your home) You must apply at the City Clerks' Office for a Home Occupation Registration. Have you?**

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Registered with County for your Assumed Name

**You may not advertise your business or list you phone number in any directory until you have completed the City requirements for a home occupation.**

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**2. For businesses located in the Commercially Zoned District: Have you?**

\_\_\_\_\_ Verified with the building department that property location is zoned correctly for your proposed business.

\_\_\_\_\_ Applied for a Certificate of Occupancy?

**If you are a new owner of an existing business, or you are changing the use for a commercial building, you must apply for a new CO with the building department.**

Municipal Ordinances dictate that you may not open for business until you have received approval for your certificate of occupancy, or special approval from the Building Superintendent.

\_\_\_\_\_ Completed Business Registration Application

\_\_\_\_\_ Completed Key Holder form as provided for Police Department.

\_\_\_\_\_ Submitted payment for business registration and special licenses as required?

\_\_\_\_\_ Registered with County for your Assumed Name

Once you have completed the inspection requirements of the Building Department, please call that department for a final inspection. (313) 386-1800 ext. 1299 or 1296

Any additional information regarding your business, contact the City Building Department or the City Clerk's Office, or you may view our Municipal Code at [www.citylp.com](http://www.citylp.com) click on Ordinances.



Business Registration Application  
Office of the City Clerk  
City of Lincoln Park  
1355 Southfield Rd.  
Lincoln Park, MI 48146  
313-386-1800 ext. 1248

OFFICE USE ONLY:  
Opening Date: \_\_\_\_\_  
I.D.#: \_\_\_\_\_

Name of Business/DBA: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Type of Business:  Corporation  Partnership  LLC  Domestic Profit Corp  Sole Proprietor

Business E-mail address: \_\_\_\_\_

I do not want to receive monthly Business E-Newsletters from the City of Lincoln Park

Nature of Business: \_\_\_\_\_

#1) Resident Agent/Owner: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_  
(Title)

Home Address: \_\_\_\_\_  
No. Street City/State Zip

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Owner e-mail address: \_\_\_\_\_

#2) Resident Agent/Owner: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_  
(Title)

Home Address: \_\_\_\_\_  
No. Street City/State Zip

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Owner e-mail address: \_\_\_\_\_

Is this a New Business  \$40.00 Annual Business Registration  \$35.00

Mechanical Amusement Devices #: \_\_\_\_\_ \$100.00 ea. Juke Box #: \_\_\_\_\_ \$25.00 ea.

Used Auto Dealer:  \$100.00 Used Auto Parts:  \$75.00 Auto Wash Rack:  \$35.00 Motorcycle Sales:  \$150.00

Restaurant  \$30.00 Soft Drink:  \$20.00 Ice Vending Machines:  \$35.00 (Outside Storage)

Prior to opening for business, you must register in the City Clerk's Office and comply with requirements for a Certificate of Occupancy with the Building Dept.

Have you applied for a **CERTIFICATE OF OCCUPANCY**?  YES  NO

**CONTINUED**





# City of Lincoln Park

## Department of Police

1427 Cleophus  
 Lincoln Park, Michigan 48146  
 313-381-1800

Want to help  
 catch the  
 criminals?  
**Extra Eyes**  
 see back page

### ***Emergency Contacts Information***

The information on this form is to be used by the Police Department to contact a "keyholder" in the event of an emergency concerning the building or business.  
 This information is confidential - for law enforcement use only.

<b>Business Name:</b>	
<b>Street Address:</b>	
<b>Public Business Phone:</b> (with Area Code)	
<b>Alternate "backdoor" phone number</b> bypassing automated answering:	
<b>Business Hours:</b>	
<b>Owner/Manager Email Address</b> for incident follow up:	

Please list at least three persons who can be contacted.  
 LPPD practice is to contact the closest person first.

Keyholder Name (please print)	City of Residence	Phone with Area Code

Even if your business has alternative emergency contact procedures, such as an alarm company or corporate security department, keyholder contact information is requested. If you choose not to provide the information, please check the box to the right and forward this form as described below.	No Info
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Authorizing Signature	Date
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Please return the completed form to:

**Lincoln Park Police Department**  
 Attention: Records Bureau  
 1427 Cleophus Lincoln Park, Michigan 48146  
 Phone: (313) 381-1832 Fax: (313) 381-8835 Email: records@cityLP.com

# Lincoln Park Police Department

## *Extra Eyes Camera Program*

**Our Goal:** Create a registry of outside surveillance cameras in the City of Lincoln Park

**Why:** Outside cameras are a great tool in identifying criminals and then linking those criminals to crimes. It also makes interviews and prosecution easier. Surveillance video is far more efficient and speeds up investigations.

**What LPPD can't do:** We would never have direct access to your system. We only want to know who to ask for a copy of the video.

**You and your system:** This program is completely voluntary and you may opt out at any time. The registry is also confidential.

Yes, add us to the LPPD *Extra Eyes* registry.

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you have any questions or concerns, please call:

Sgt. Jeff Mueller

Community Policing Sergeant

313-381-1800 x2402

Email: [jmueller@citylp.com](mailto:jmueller@citylp.com)

Thank you!

**“A picture/video is worth a thousand words”**



**CITY OF LINCOLN PARK  
BUILDING DEPARTMENT  
CERTIFICATE OF OCCUPANCY APPLICATION  
313-386-1800 Press 2 and Follow Prompts**

*FOR OFFICE USE ONLY*  
C/O No.: \_\_\_\_\_  
FEE: \_\_\_\_\_

- This application **MUST** be accompanied by the following documents:
1. A fully dimensioned floor plan & parking layout for proposed use
  2. Copy of lease agreement or proof of ownership
  3. Copy of business owner's driver's license

(Please Type or Print)  
Building Address: \_\_\_\_\_ Property Tax ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

**APPLICANT INFORMATION**

Business Name: \_\_\_\_\_  
Business Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Owner  Manager Name: \_\_\_\_\_ After Hours Contact No.: \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**BUILDING & BUSINESS INFORMATION**

Type of Application:       New Business       Relocation within this City       Change of Ownership

Anticipated Opening Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_  
Certificate is required **PRIOR** to opening.

Explain Use in Detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Fully Describe All Goods Sold and Services Provided)

Square Footage: \_\_\_\_\_ Width/Length: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_ Private Lot  Shared Lot

Will Additions or Alterations to the Building be Required? \_\_\_\_\_

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

Building Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- **ALL SIGNS REQUIRE SEPARATE PERMITS**
- **APPLICANT MUST CALL 24 HOURS IN ADVANCE TO SCHEDULE INSPECTIONS AND RE-INSPECTIONS IF NECESSARY**
- **CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT INSPECTION**
- **INSPECTION FEE IS BASED ON THE SQUARE FOOTAGE OF THE BUILDING:**
  - 1-2,000 sq ft = \$200.00
  - 2001 – 5000 sq ft = \$255.00
  - 5001 – 10,000 sq ft = \$310.00
  - Over 10,000 sq ft = \$365.00

I have read and understand the above information and am authorized to act on behalf of the business listed above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# *Lincoln Park Pride*

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Dear Lincoln Park Business Owner,

The City of Lincoln Park started the **Lincoln Park Pride** program in 1995, and the success of the program is shared with its business partners.

**LPPride's** mission is to improve the environment within the City of Lincoln Park. **LPPride** serves as a single point of contact, for businesses and residents alike, to report any violations of those ordinances intended to keep our City clean, safe, healthy, and a welcome place for all.

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On the **REVERSE** of this sheet is a list of the few environmental obligations required of businesses in Lincoln Park. This list can be posted for your employees.

In the rare instance where a business does not meet its obligations, the owner, manager or the business employee is held liable and may receive citations. Please be advised - there are **NO WARNINGS** for violations.

If there are any questions on any environmental issues,  
please contact the appropriate City Department, or  
the **Lincoln Park Pride** office at **313-381-3203** or **records@cityLP.com**.

On-line references:

- Local ordinances are available at the City's website: [www.citylp.com](http://www.citylp.com).
- Information about abandoned vehicles is available at the Michigan Secretary of State's website: [www.michigan.gov/sos](http://www.michigan.gov/sos) and search for abandoned vehicle.

Your business in Lincoln Park is appreciated, and **LPPride** looks forward to many more years of working with you to promote an environment where your business can flourish, enhancing the community as a whole.

Thank you for your cooperation in this matter.



# *Lincoln Park Pride*

## ~ BUSINESS ENVIRONMENTAL RESPONSIBILITIES ~

1. **GRASS and WEEDS:**  
Businesses are responsible for any and all vegetation on or around their premises, which includes the business parking lot, easement and alleyway. Eight inches is the maximum height allowed for grass and/or weeds.
2. **SIGNS, FLAGS and BANNERS:**  
The posting of signs/banners is limited to one on private property, with none on public property like the easement area between the sidewalk and the street, or on utility poles.  
Signs, banners and flags cannot interfere with pedestrian or vehicle traffic.
3. **GRAFFITI:**  
It is the business' responsibility to remove graffiti from commercial buildings within fifteen days.
4. **DUMPSTERS AND GREASE/OIL CONTAINERS:**  
Must be kept covered. The area around the dumpster/container must be kept clean and free of debris and trash. No dumpsters/containers in the alleyways.
5. **GARBAGE CANS:**  
Garbage cans require a tight fitting lid, must be in good condition, and stored in a place reasonably out of sight from the general public and inaccessible by animals, children, and the elements of nature.
6. **SNOW and ICE REMOVAL:**  
The plowing of snow onto public sidewalks, alleys or roadways is strictly prohibited. Snow piles cannot obstruct the view of traffic. City sidewalks must be cleared of snow within 24 hours of the last snow fall, and cleared of ice within 12 hours.
7. **CHARITABLE COLLECTION BINS:**  
A business license from the City Clerk and a Building Dept. permit are required for these outside bins.
8. **VEHICLES:**
  - Inoperable vehicles may not remain in business lots. All vehicles must have proper/current plates and air in the tires.
  - Vehicles for sale cannot be displayed in business lots without a used car license from the City.
  - Property owners/lessors are responsible for removing properly parked abandoned vehicles at their own expense. Notice signs are required for this. For the law refer to [www.michigan.gov/sos](http://www.michigan.gov/sos) and search for abandoned vehicle.