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. 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

1355 Southfield Rd., Lincoln Park, MI 48146    (313) 386-1800 ext. 1247    kkehrer@citylp.com
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.

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 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.: ________________________________________________

Home Address: __________________________________________________
No.  Street  City/State  Zip

Birth Date: __________________  Driver's License #: __________________
Owner e-mail address: ____________________________________________

#2) Resident Agent/Owner: _________________________________________
Home Phone No.: ________________________________________________

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

1.
THE FOLLOWING INFORMATION IS REQUIRED FOR THE ASSESSOR’S OFFICE:

Date Business Opened:__________ Did you move this business from another location in L.P.? □ YES □ NO

If Yes, what was the previous address?______________________________________________

Did you purchase the personal property? □ YES □ NO Did you purchase the building? □ YES □ NO

If No, what is your monthly rent?__________ Square Footage ____________

Name of Building Owner:________________________________________ Phone Number:(____)_________

Address of: Building Owner:________________________________________

No. Street City/State Zip

Name & Title of Person completing this form ______________________________________

(Please Print)

SIGNATURE OF APPLICANT: ____________________________ Date:________________

PICTURE ID REQUIRED OF RESIDENT AGENT/OWNER WHEN APPLICATION IS FILED

2.
### 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.

<table>
<thead>
<tr>
<th>Business Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>Public Business Phone:</td>
</tr>
<tr>
<td>(with Area Code)</td>
</tr>
<tr>
<td>Alternate “backdoor” phone number</td>
</tr>
<tr>
<td>bypassing automated answering:</td>
</tr>
<tr>
<td>Business Hours:</td>
</tr>
<tr>
<td>Owner/Manager Email Address for</td>
</tr>
<tr>
<td>incident follow up:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Keyholder Name (please print)</th>
<th>City of Residence</th>
<th>Phone with Area Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Authorizing Signature</th>
<th>Date</th>
</tr>
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<tbody>
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</tbody>
</table>

Please return the completed form to:

**Lincoln Park Police Department**

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

Rev.: 10/19/15
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

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

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

REV. 08-24-2015
Lincoln Park Pride

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.

~~~~~~~~~~~~~~~~~~~~~~

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.
• Information about abandoned vehicles is available at the Michigan Secretary of State's website: 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 and search for abandoned vehicle.