

CITY of SYLVAN LAKE LICENSE APPLICATION NEW BUSINESS /CHANGE OF OCCUPANCY

License Number _____

1820 Inverness, Sylvan Lake, MI 48320 Office - 248-682-1440 Fax – 248-628-7721

License Fee - \$50.00

Liquor License Fee - \$75.00

Approved Business License required prior to opening of Business

CHECK ALL THAT APPLY

____ NEW Business ____ EXISTING Business that has moved ____ Is this a CHANGE OF USE at this location

____ Signage ____ Build Out ____ Outdoor Seating ____ ANY other changes _____

Business Name _____ **Building/Business Address** _____

Mailing Address _____ **E-MAIL for Business** _____

Business Telephone _____ **Hours** _____

Describe Business IN DETAIL _____

Business Owners Name _____ **Phone Number** _____

Home Address _____ **DL Number** _____

Emergency Contact _____ **Phone Number** _____

Home Address _____ **DL Number** _____

Property Owner's Name and Phone Number _____

Should we add your Business Website to the City Website? www. _____

Is there an alarm system on the premises: YES _____ NO _____ Will it contact: Fire _____ Police _____

Fire/Security Alarm Company Name _____ Phone Number _____

Current Zoning _____ **Prior Use** _____ **Proposed Use** _____

Gross Sq. Ft _____ **Number of Parking Spaces** _____ **Number of Employees** _____

Supply Detailed Drawing of:

Site Plan of Parking Existing Floor Plan Proposed Floor Plan

***Additional reviews and approvals may be required for exterior changes to the building. Architectural, engineering, and proposed sign plans will be required prior to issuance of permits for any interior and/or exterior alterations to the existing building.**

By my signature below, I do hereby certify that all of the above information is true and accurate to the best of my knowledge and further understand and represent that if any changes to the above information are made, that said information will be supplied to the City immediately. I have read and understand the pertinent ordinances for signs, parking and zoning for this area. I further understand that misstatements and inaccuracies in the application are grounds for immediate termination of said license.

Applicant or Tenant Signature _____ **Date** _____

As the owner of the building, I do hereby acknowledge that I am aware of the Sylvan Lake Code of Ordinances relating to property maintenance, signage and litter, and further I understand that if I, or my tenant violate any part of the Code of Ordinances, I may receive a ticket with fines up to \$500 for each violation.

Owner Signature _____ **Date** _____

CITY USE ONLY

Updated March 2019

New Businesses

Permits Needed Yes _____ No _____

Zoning permit fee paid Yes _____ No _____

Police Approval _____

Fire Dept. Approval _____

City Mgr. Approval _____

Building Dept. Approval: _____