

# 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 - \$25.00

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

Police Approval \_\_\_\_\_

Fire Dept. Approval \_\_\_\_\_

City Mgr. Approval \_\_\_\_\_

Building Dept. Approval: \_\_\_\_\_

#### New Businesses

Permits Needed            Yes \_\_\_\_\_ No \_\_\_\_\_

Zoning permit fee paid    Yes \_\_\_\_\_ No \_\_\_\_\_