

City of South Lyon
335 S Warren
South Lyon, MI 48178
248-437-1735

**APPLICATION FOR INITIAL/TRANSIENT/TEMPORARY MERCHANT
& SEASONAL BUSINESS LICENSE**

Date: _____

SECTION I - APPLICANT INFORMATION

Applicant's Name _____
Address _____
City, State, Zip _____
Telephone _____
Date of Birth _____
Driver's License No. _____

Relationship to Proposed Business _____

Relationship to Property Owner _____

Other experience with similar business in past 18 months (include locations)

Have you ever been arrested? ____ Yes ____ No
If yes, please provide details

Have you ever been convicted of a crime? ____ Yes ____ No
If yes, please provide details

SECTION II - TEMPORARY BUSINESS INFORMATION

Location/Address of Proposed Business _____

Business Name (including assumed names and DBAs) _____

Description of Temporary Business (e.g. types of items to be offered for sale)

Requested Term of License _____

Days and Hours of Operation _____

Owner's Name _____

Address _____

City, State, Zip _____

Telephone _____

Date of Birth _____

Driver's License No. _____

Will you be erecting any temporary structures? ____ Yes ____ No

If yes, the temporary structure(s) will require Planning Commission review and approval and a building code review, inspection, and approval

Will electricity be used? ____ Yes ____ No

If yes, you must apply for and obtain an electrical permit and the work must be inspected and approved by the Electrical Inspector

Will you be displaying signs? ____ Yes ____ No

If yes, you must apply for and obtain a sign permit for all signs.

Is the business a non-profit/charitable entity claiming exemption from fees? ____ Yes ____ No

If yes, submit evidence of non-profit, charitable status or 501(c)(3) designation

SECTION III - EMERGENCY CONTACT

Name _____

Address _____

Primary Phone _____

Alternative Phone _____

SECTION IV - ADDITIONAL DOCUMENTS REQUIRED

The following documents must be submitted along with this completed Application:

____ Sketch plan, drawn to scale, and/or photos that clearly shows and identifies the following:

- i. The parcel on which the proposed business is to be located and its boundaries
- ii. Existing conditions on the parcel with dimensions including buildings, structures, sidewalks, rights of way, light poles, street signs, planters, trees, fire hydrants, curb cuts, etc

- iii. The exact location (with dimensions) of the proposed business, including structures, display cases, tables, chairs, staff areas, cash registers, signs (including dimensions, location, method of support, etc), staff and customer parking areas, restroom facilities, landscaping, other information necessary to review the proposed business, etc
- iv. Adjacent parcels (if impacted).

- ___ Building permit application and all required drawings and specifications for all temporary buildings and structures (*if applicable*)
- ___ Electrical permit application and all required drawings and specifications (*if applicable*)
- ___ Sign permit applications and all required information and documentation for proposed signs(*if applicable*)
- ___ Signed, dated, and notarized written proof that applicant owns or leases the location for the proposed business or has permission from the property owner to operate the proposed business at the proposed location
- ___ Articles of Incorporation, Organization or other documentation showing existence of the applicant or business owner, including all assumed names and d/b/a names
- ___ Executed Hold Harmless Agreement
- ___ If applicant is a non-profit or charitable entity claiming exemption from fees, evidence of 501(c)(3) designation or non-profit or charitable character or status
- ___ License fee of \$50. —

Note: This application and any license issued pursuant to it does not relieve the applicant from complying with all other applicable federal, state, and local laws, statutes, regulations and requirements.

SECTION V - AFFIRMATION

I, the undersigned applicant, hereby acknowledge and subscribe to the foregoing information and declare all statements to be true. I authorize the City, it agents and employees, to seek information and conduct an investigation to verify the information provided, including police records checks of all individuals listed in on this application.

Applicant's Signature