



**BUENA VISTA CHARTER TOWNSHIP
BUSINESS LICENSE APPLICATION
1160 S. OUTER DR • SAGINAW, MI 48601
989-754-6536**

___ **NEW** ___ **RENEWAL**

BUSINESS ADDRESS: _____
Business Name (as filed with the State of Michigan): _____
Business Phone: _____ **Business Email Address:** _____
Business Days & Hours of Operation: _____
Describe Business Activities: _____
Type of Enterprise: ___ Co. ___ Inc. ___ DBA ___ LLC ___ Partnership Other: _____
If new applicant, please provide date business located to Buena Vista Charter Township: ___/___/___
If using a DBA, list all names under which you intend to operate: _____
Have any of the applicants been convicted of a **Felony**? ___ Yes ___ No
If yes, state charges, when and where: _____

BUSINESS OWNERS/OFFICERS/RESPONSIBLE PARTIES

Copy of State-issued ID(s) required—at least one listed individual must have a Michigan ID

Name: _____ Phone: _____
Address: _____ City: _____ State: MI Zip: _____
Role with business: _____

Name: _____ Phone: _____
Address: _____ City: _____ State: MI Zip: _____
Role with business: _____

INFORMATION FOR OWNER OF BUILDING

Name: _____ Phone: _____
Address: _____ City: _____ State: MI Zip: _____

I do certify this document to be **TRUE** and **FACTUAL**. I will comply with all state and local legislation, under penalty of law. I understand that applying for this Business License does not give me the right to occupy this structure, or operate any business therein, prior to issuance of a Business License and that to do so is a violation of the Buena Vista Township Municipal Code and may result in my prosecution. By this application, I understand that I am responsible for contacting the Building & Fire Depts. For required inspections and do hereby consent to such inspections without further notice.

Name of Owner / Officer / Responsible Party: _____

Signature: _____ **Date:** ___/___/___

This Portion for Clerk's Use Only

____ Zoning Administrator (989) 754-6536 ext.2313
____ Building Inspector (989) 754-6536
____ Fire Dept (989) 755-4756
____ Police Chief (989) 753-7793

State Employer ID Number (SEIN) _____
State Tax ID Number _____

Receipt # _____ Fee \$: _____ Penalty \$: _____
Date: _____ Initials: _____ License #: _____
Date Application filed: _____
Bond or Insurance filed: _____
Date License Issued: _____
Category: _____ Driver's License #: _____
Department Signature: _____

Ordinance No. 83 requires an annual licensing of business locations in Buena Vista Charter Township, Saginaw, MI.

1. Complete a Business License Application and submit them to the Township Clerk's Office.
2. The name of the Firm or Individual and Business Location to be filled in as you would like to have it appear on the Certificate of License.
3. Use a separate form for each type of License, and for each different location.
4. Print or Type everything except your signature.
5. All applications *must* be notarized.
6. Submit payment to the Treasurer's Office.
7. Make check payable to Buena Vista Charter Township, and return to 1160 S. Outer Drive, Saginaw, MI 48601.
8. No license shall be granted until the certifications are obtained from the Zoning Administrator, the Fire Chief, and Building Inspector.
9. A 25% Penalty on all license renewal fees paid 1-15 days after due date and 50% due thereafter.
10. License renewals shall be accepted and issued up to 15 days prior to the annual expiration date.
11. Business License are Non-Transferable.

BELOW IS A LIST OF SOME COMMON CODE VIOLATIONS

- Business *must* be licensed at all times in order to operate.
- Businesses *must* submit evidence of State Licensure or Permit and proof all required fees have been paid.
- If a business owner is renting the property, the property owner *must* have a Landlord License at all times.
- Properties shall be well maintained, included landscaping, fences, pavement, windows and doors, grass and weeds, etc.
- Signs *must* be kept in good repair, and advertisement may cover no more than 25% of window space.
- Garbage *must* be stored in a proper dumpster located on an approved cement base.
- No outdoor storage is permitted unless approved and part of the site plan.
- Sidewalks *must* be cleared of snow and ice within 24 hours.
- Property defaced by graffiti *must* be restored to its original condition within 48 hours.
- *Must* post abandoned vehicle signage on property.

I hereby swear of affirm that I am authorized to make transaction for the firm or individual named herein; that I am at least twenty-one years of age; that I am fully aware of the duties and obligations of persons engaged in the business indicated above and agree to comply with the State Laws, and Buena Vista Charter Township Ordinances and such rules and regulations as may now or hereafter be in effect, relating to the operation of said business and that the statements contained in the application are true to the best of my knowledge and belief.

Driver's License #: _____

Signature of Person Making Application

Date of Birth: _____ Resident Address: _____

Subscribed and sworn to before me, a Notary Public in and for Saginaw County, Michigan, this ___ day of ___ A.D. 20 ___

Notary Public

My Commission Expires: _____

Mail Application to: 1160 S. Outer Drive, Saginaw, MI 48601 Phone: (989) 754-6536 Fax: (989) 754-5930