



303 South Water Street, Marine City, MI 48039
Telephone: 810-765-8846 Fax: 810-765-4010

BUSINESS LICENSE PACKET

Included:

- . Pre-Inspection Checklist
- . Business License Guide
- . Annual Registration form
- . Hazard Locator Card

Contact Numbers:

Building Inspector: (810) 765-9011
Fire Marshal: (810) 765-8840
Police Department: (810) 765-4040

Conditions for Approval:

When completing this application, please keep in mind that all new businesses **must** have their Business License approved by the City Commission **prior** to opening. Businesses transferring from one location within the City to another location must also have a new Business License approved by the City Commission.

No license or permit required under the provisions of this code shall be issued to any person who is indebted or obligated to the City of Marine City for any sum of money, other than for current taxes. Section 110.07 – Conditions for Issuance.

Inspections of the building from which you are running your business must be made by the Building Inspector, Fire Marshal and Police Chief. You are urged to have all inspections completed sufficiently in advance (at least one week prior) of a Commission meeting to allow your application to be placed on the Commission Agenda.

The City Commission meets the first and third Thursday of each month. The agenda is prepared on the Friday preceding the scheduled meeting, and your application must be processed and all inspections approved prior to being placed on the agenda.

YOUR OPENING WILL BE DELAYED WITHOUT PROPER APPROVAL OF THE CITY COMMISSION

Businesses may not open to the public until a license is approved and appropriate fees paid.

Section 1106 – Parking Area:

The parking area shall be provided with a durable and dustless surface and shall be graded and drained as to dispose of all water accumulated within the area.

The parking area shall be surfaced within one (1) year of occupancy of the use it is to serve if it is for new use, and within six (6) months of the effective date of rezoning for P-1 Vehicular Parking use if the parking area is to serve an existing use or uses.

Pre-Inspection Checklist

Please review this checklist before inspections take place. Any deficiencies may lead to the delay of your application being put on the City Commission Agenda.

1. **Fire Extinguishers**
 - . Each fire extinguisher must have a minimum rating of 2A:10BC
 - . A portable extinguisher must be available within 75 feet of travel to all portions of the building, unobstructed and clearly visible
 - . The date of the last extinguisher service must be within the last 12 months
2. **Exits**
 - . The exit door(s), corridor and stairs are clear and unobstructed
 - . The exit door(s) open without locks or bolts
3. **Combustible Materials**
 - . Combustible materials are at least 3 feet away from heating appliances
 - . Flammable liquids are stored in approved container, cabinets or safety cans
 - . Combustible materials are not to be stored under a staircase
4. **Address Numbers**
 - . Numbers that indicate the building address must be clearly visible from the street side of the building
5. **Electrical**
 - . Wall outlets and switches have cover plates and are not overloaded
 - . Cords and cables are in good condition
 - . Extension cords are U.L. listed outlet bar type (surge protector style)
 - . Wall outlets by water sources must be GFI outlets
6. **Trash Dumpsters**
 - . The dumpster is at least 5 feet from any building window or opening, or has a sprinkler head above it
7. **Fire Alarm (as applicable)**
 - . The fire alarm system is in working condition; it has been serviced and tested by a state licensed fire alarm contractor within the past 12 months (keep a copy of the report on file)
8. **Fire Sprinkler/Standpipe Systems**
 - . A state licensed fire suppression contractor has conducted a test of the system within the past 5 years
 - . There is at least 18 inches clearance below the fire sprinkler heads
 - . The system is maintained in working condition
9. **Contact Numbers**
 - . Names & Telephone Numbers of people to contact in case of emergency (alarm, broken window, etc) to be given to the Police Department
10. **Burglar Alarm**
 - . If building is alarmed, what company is it through – name & telephone number. If not alarmed, are there future plans for alarm?
11. **Exterior Lighting**
 - . Note any exterior lighting on building and whether it is motion activated or not
12. **Firearms**
 - . If firearms are kept on premises, list location and type of weapons.

Business License Guide

All existing and proposed businesses in Marine City are required to have an annual Business License. Applicants who are interested in starting a business in the City must first complete a Business License Application and submit it to the City Clerk's Office. A number of factors will be considered before the application is approved.

Process for Obtaining a Business License

If the use permitted?

- . **If yes**, the application will continue to be reviewed.
- . **If no**, a special land use or a rezoning application may be required.

Does the proposed business constitute a substantial change of use, new construction, or structural change?

- . **If yes**, the applicant must submit a site plan for review.

The Planning Commission* will determine if there is a substantial change in use from the previous business at the same location.

Does the proposed business meet all the requirements of the Zoning Ordinance?

- . **If no**, the applicant must request and obtain a variance from the Zoning Board of Appeals.

Does the proposed business involve interior or exterior alterations?

- . **If yes**, the applicant must obtain the proper permits from the Building Department.

If you have any questions about the process, please contact the Building Department at (810) 765-9011, or go to our website at www.cityofmarinecity.org.

**The Planning Commission meets on the second Monday of each month. Applicants must have the approval of the Planning Commission prior to opening for business.*