

BUSINESS LICENSE APPLICATION

Includes transfer and/or occupancy permit to conduct business in the Charter Township of Royal Oak

DATE _____ BUSINESS ADDRESS _____
PARCEL ID # _____
NEW BUSINESS: _____ OR BUSINESS RENEWAL: _____

Business Owner Information

Name _____ Address _____
City _____ MI, Zip Code _____ Phone # _____
Email _____ Date of Birth _____
Signature: _____ Date: _____

Business Information

Name of business: _____
Nature of business (ex: retail / office / industrial): _____
Describe business operation, in detail: _____

Days and hours of operation, available parking, and number of employees: _____
List any site / building improvements planned to make: _____

Note: if signage is proposed, a [Sign Permit Application](#) must be submitted separately, prior to sign installation.

Why did you select the Township for your business? _____

Leased? Yes _____ (see questions below) No _____

If leased: Length of time business to be leased: Month(s) _____ Year(s) _____
Owner of real estate: _____
Address: _____ Email: _____

OFFICE USE ONLY

	Date	Approval	Denial	Reason
Planning + Zoning Approval (New License Only):	_____	_____	_____	_____
Building Official Approval (Required for Each Application):	_____	_____	_____	_____

FEE PAID: _____ \$175.00 Business License Fee* (new or renewal; includes inspections); plus
\$ 30.00 Application Fee
\$ 30.00 Late Fee
**Additional inspections will be charged per the Township's adopted fee schedule*



Charter Township of Royal Oak

21131 Gardenlane, 2nd Floor | Ferndale, MI 48220 | 248.547.9800