

OFFICIAL USE ONLY

DATE RECEIVED _____ RECEIVED BY _____

BUILDING ADDRESS _____ PARCEL NUMBER(S) _____

**WILLIAMSTOWN TOWNSHIP
Business License Renewal**

NOTICE TO APPLICANT: Applications for Business License Renewal must be submitted prior to continuing business within the Township. If there are changes to your original Business License Application, make corrections below. Any state required license renewals must be attached with this application along with the renewal fee of \$10.00 as specified in the Zoning Ordinance (and elsewhere on this form). Applications for renewal are due each year by December 31st.

TO BE COMPLETED BY APPLICANT:

I (We), the undersigned, do hereby respectfully request renewal for a business license and provide the following information to assist the review.

NAME OF BUSINESS(S) _____

(Attach additional sheets if necessary)

BUSINESS ADDRESS _____

TELEPHONE NUMBER(S) _____

INTEREST IN PROPERTY (if not owner) _____

BUSINESS OWNERS (complete only if changed).

NAME _____

MAILING ADDRESS _____

TELEPHONE _____

NAME _____

MAILING ADDRESS _____

TELEPHONE _____

PLEASE DESCRIBE THE NATURE AND RANGE OF **ANY CHANGES** IN ACTIVITIES, AS WELL AS ANY POTENTIAL IMPACTS AND ANY OTHER DETAILS THAT MAY ACCURATELY DESCRIBE THE ACTIVITY. If the space provided is insufficient, please attach a separate sheet. _____

APPROXIMATE SQUARE FOOTAGE _____ # OF EMPLOYEES _____ HOURS _____

HAS THERE BEEN A CHANGE IN ANY GOODS OR MATERIALS BEING SOLD, DISPLAYED, STORED, PROCESSED OR MANUFACTURED AT THIS ADDRESS? YES _____ NO _____ IF YES, PLEASE EXPLAIN _____

IS THERE A CHANGE IN THE DELIVERY OF ANY GOODS BEING MADE TO THE PREMISES? YES _____ NO _____
IF YES, PLEASE EXPLAIN: _____

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WILL THE NEW USE REQUIRE NEED OF ELECTRICAL OR MECHANICAL EQUIPMENT THAT WOULD CHANGE THE FIRE RATING OF THE STRUCTURE? YES _____ NO _____

IF YES, PLEASE EXPLAIN: _____

DO YOU ANTICIPATE ANY INTERIOR MODIFICATIONS TO THE STRUCTURE? YES _____ NO _____

IF YES, PLEASE EXPLAIN: _____

DO YOU ANTICIPATE THE NEED FOR OUTSIDE STORAGE? YES _____ NO _____

IF YES, PLEASE GIVE DETAILS OF STORED MATERIALS, SCREENING AND SIZE (must be shown on site plan): _____

WILL THE NEW USE INVOLVE HAZARDOUS CHEMICALS? YES _____ NO _____

IF YES, DESCRIBE TYPE, LOCATION OF STORAGE ON SITE PLAN AND ATTACH STATE LICENSES OR PERMITS. _____

IF THERE ARE CHANGES IN USE: THE FOLLOWING MUST BE PROVIDED WITH THE RENEWAL APPLICATION

1. One sketch plan, drawn to scale, showing property lines; building/business footprints; sidewalks, driveways, and parking areas; location of proposed activity on the property; and other salient features.
2. Copies of any required state licenses.
3. Plan of any proposed signage, dimensions and location. (new signage will require a building permit)

PLEASE NOTE:

Additional permits and inspections may be required before issuance of a renewal for a business license.

FAILURE TO PROVIDE TRUE AND ACCURATE INFORMATION ON THIS APPLICATION SHALL CONSTITUTE SUFFICIENT GROUNDS TO DENY APPLICATION.

APPLICANT'S ENDORSEMENT:

All of the information contained herein is true and accurate to the best of my knowledge. I understand that my application will not be reviewed unless all information in this application and the Zoning Ordinance has been submitted.

Signature of applicant(s)

Date

Return Completed Application with fee to: Williamstown Township 4990 Zimmer Rd. Williamston, MI 48895

BUILDING INSPECTION NEEDED _____	DATE _____
OCCUPANCY PERMIT REQUIRED _____	DATE _____
COMPLIANCE WITH ZONING ORDINANCE _____	DATE _____
AUTHORIZED SIGNATURE _____	DATE _____
PERSONAL PROPERTY TAXES CURRENT _____	DATE _____