

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 _____		

Business Information

Name of Business: _____

Nature of Business (ex: Retail / Office / Industrial): _____

Describe Business Operation in Detail: _____

Days and Hours of Operation / # of Employees: _____

List Any Site / Building Improvements Planned to Make: _____

Is Signage Proposed? If YES, a Sign Permit Application Must be Submitted Separately, Prior to Sign Installation.
 Why Did You Select Royal Oak Township for Your Business? _____

Leased? Yes _____ (see questions below) No _____

If leased: Length of time business to be leased: Month(s) _____ Year(s) _____

If leased: Owner of real estate: _____

Address: _____ Email: _____

OFFICE USE ONLY

		Date	Approval	Denial	Reason
New License:	Planning + Zoning; plus:	_____	_____	_____	_____
Renewal	Building Official	_____	_____	_____	_____
and / or	Electrical Inspector	_____	_____	_____	_____
New License:	Mechanical Inspector	_____	_____	_____	_____
	Plumbing Inspector	_____	_____	_____	_____
	Fire Chief	_____	_____	_____	_____

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

Signature: _____ Date: _____ (Issued)



Charter Township of Royal Oak

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