



Village of Howard City
125 E. Shaw Street, PO Box 510, Howard City, MI 49329 * 231-937-4311 * Fax 231-937-6643

APPLICATION FOR BUSINESS LICENSE

New (\$25.00)

Renewal (\$10.00)

The Village of Howard City Code of Ordinances requires that all businesses obtain a Village license. After completing the information below, please return this form with your remittance to: Village Clerk/Treasurer, Village of Howard City, PO Box 510, Howard City, MI 49329.

APPLICANT INFORMATION		
Name of Applicant:		
Street Address:		
City:	State:	Zip Code:
Telephone Number:	Email:	

BUSINESS INFORMATION		
Business Name:		
Street Address:		
City:	State:	Zip Code:
Telephone Number:	Email:	
Names and Addresses of Owners or Corporate Officers:		
Statement of Intended Business Operations: <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Company MI ID# _____	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation MI ID #: _____	
Date Business Operation Started:	Would you like your business listed on the Village of Howard City Website? <input type="checkbox"/> Yes <input type="checkbox"/> No	

AFFIDAVIT	
I hereby agree to comply with all requirements of the Village of Howard City Code of Ordinances, and I confirm that all information that I have provided in this application is accurate to the best of my knowledge.	
_____	_____
Date	Signature

VILLAGE USE ONLY	
<input type="checkbox"/> Approved License No: _____	<input type="checkbox"/> Denied Date: _____ License Exp. Date: _____
_____	_____
Date	Designated Village Representative Signature

NEW Business License Application

1. Verify with the Planning Commission that your business will conform to zoning requirements.
2. Complete a Business License Application, providing three (3) emergency contacts and submit them to the Village Clerk's Office.
3. Submit payment to the Village Treasurer.
4. Schedule inspections with the Village and Fire Department. Any questions related to the inspection process should be directed to the department conducting the inspection.

Business License RENEWAL

1. Complete a Business License Application and submit to the Village Clerk's Office.
2. Submit payment to the Village Treasurer.
3. Schedule inspections with the Village and Fire Department. Any questions related to the inspection process should be directed to the department conducting the inspection.

If approved by all necessary departments and issued, your Business License will expire on January 1st of the next year. Make sure to renew your license before expiration. Business Licenses are non-transferable and non-refundable.