



BUSINESS REGISTRATION APPLICATION

ACCT ID #
BILL #

DATE _____

- NEW BUSINESS
- NEW OWNERSHIP OF EXISTING BUSINESS
(Please include documentation of new Ownership)

SUBMIT TO: CITY CLERK
 CITY OF STERLING HEIGHTS
 40555 UTICA ROAD
 P.O. BOX 8009
 STERLING HEIGHTS, MI 48311-8009

The undersigned hereby registers a business under Chapter 12 of the Codified Ordinances of the City of Sterling Heights.

NEW BUSINESS REGISTRATION APPLICANTS MUST COMPLETE THIS APPLICATION AND PROVIDE A COPY OF A CERTIFICATE OF OCCUPANCY APPROVAL FROM THE BUILDING DEPARTMENT.

1. Name of Business (Registered Assumed Name/DBA):

Business Address *(including City, State & Zip Code)*: _____

Business Phone No: _____ Date Business Started: _____

Type of Business: _____ Number of Employees: _____

Website: _____

Have you obtained a Certificate of Occupancy for this Business? Yes No

Individual Corporation Partnership Other Business Entity

2. Name of Partnership and/or Corporation (If not same as assumed name):

Complete Address *(including City, State & Zip Code)*: _____

Telephone No: _____ Fax No: _____

Contact Email Address: _____

3. Mailing Address for all business correspondence *(if different from the Business address)*:

4. Owner/Officer's Information *(this information must be completed):*

Name: _____

Complete Residential Address *(Including City, State & Zip Code):*

Telephone No: _____ Email: _____

Driver's License No: _____ Date of Birth: _____

5. Emergency Contacts:

Name: _____ Home/Cell No: _____

Name: _____ Home/Cell No: _____

6. Alarm Information

Monitoring Agency: _____ Telephone No: _____

"Note: This application is for a business registration **only!** Applicant must contact the Building and Planning Departments to determine what other requirements are necessary."

I, _____, certify that all statements on this application are true. I understand that any false information in this application may result in the revoking of my business registration by the City of Sterling Heights.

Applicants Signature

Print Name

Date Signed

REGISTRATION FEE: \$50.00 (one-time fee to register business)
Check or Money Order ONLY – Payable to; City of Sterling Heights

(CITY CLERK'S OFFICE USE ONLY)

_____ \$50.00 Fee paid

_____ Certificate of Occupancy

_____ Documentation of new Ownership (examples; Certificate of Sole Proprietorship, MI Dept. of Licensing & Regulatory Affairs Filing Endorsement &/or a copy of the Certificate of Assumed Name, or a Bill of Sale)

_____ Date Registration Issued