



OFFICE OF THE CITY CLERK

Inez M. Brown
CITY CLERK

**PROCEDURE FOR APPLYING FOR A CITY OF FLINT
INITIAL MERCHANT LICENSE**

Application must be made in person. Applicant come to the Flint City Clerk's Office (Second floor of City Hall, to your left off the elevator, first counter on your right).

*Please note that the application process takes approximately 1 ½ hours. Please allow yourself enough time to complete this process.

****ISSUANCE OF THIS LICENSE TAKES APPROXIMATELY 4 – 6 WEEKS.****

ITEMS YOU WILL NEED AT TIME OF APPLICATION:

- A. \$300.00 License Fee (Payable only with cash, check or money order)
- B. Copy of State of Michigan Sales Tax License
- C. \$10—ICHAT Fee (State of Michigan Background Check)
- D. Discover, Visa or Mastercard Debit or Credit Card for the ICHAT (more information below)
- E. Valid Driver's License or Valid State ID

NOTE: A State of Michigan Sales Tax License must be on file before license is issued, but it is not required at time of application. You may get information on how to obtain this number by calling (810) 760-2782.

- 1) Clerk's Office makes out a Zoning Referral which the applicant takes to the Planning & Zoning Department in the South Building for approval.
- 2) Applicant returns to the Clerk's Office with Zoning Referral, if zoning is approved, Clerk then makes out Initial Merchant application (in the event that a Zoning Referral is DISAPPROVED by the Zoning Department, the applicant would be required to choose another location).
- 3) Applicant pays license fee and completes a background record check on The State of Michigan ICHAT --"Internet Criminal History Access Tool" (more information on the ICHAT is available from our office)—**NOTE:** This record check must be done on-line at the City Clerk's Office; the fee is \$10.00 which is payable only by a Discover, Visa or Mastercard Credit or Debit card. The fee is paid directly to the State of Michigan.

MUNICIPAL CENTER

• 1101 S. SAGINAW STREET Room 201C FLINT, MICHIGAN 48502 (810) 766-7414 FAX (810) 766-7404 TDD 766-7120 •

- 4) After the ICHAT has been printed, the License Department will submit it to the Flint Police Detective Bureau for approval; once it has been approved by the Detective Bureau of the Police Department, our office will send referrals to the Building & Safety Inspection Department and the Fire Inspector, requesting that they inspect your building. **It is also the responsibility of the applicant to call each of these departments to make an appointment at a time that is convenient for both parties to meet at the business for inspections.** The phone number for the Building & Safety Inspection Department is (810) 766-7284 and the Fire Department is (810) 762-7364.
- 5) Once all referrals are returned to our office (approved) from the Building & Safety Inspection Department, Fire Department and the Police Report is returned to our office (approved) and we have your State of Michigan Sales Tax (ID) Number on file in our office, the license can be issued.

If any referrals or Police Report are returned to our office ***disapproved***, you will receive notification from our office, and at that time you must contact the proper department for more detailed information as to the reason(s) for your disapproval.

- 6) Your license will be mailed to your business location, unless otherwise requested by the applicant.
- 7) Current procedure is that once the license is issued, the Initial Merchant License is valid as long as the business remains at the same location and the ownership does not change (this procedure is subject to change at any time). If either of these things changes occur, a new application for a new license must be made, following the same procedure as outlined above.

THE LICENSE IS TO BE PROMINENTLY PLACED IN YOUR BUSINESS.

Application for a branch store license can be made following the same procedure above, excluding the police investigation. You may call our office at (810) 766-7416 for more information.

***Fee subject to increase/change at any time.**

OTHER INFORMATION THAT MAY BE HELPFUL IN STARTING YOUR BUSINESS

To register the name of your business, or to inquire about a business name, please contact the Genesee County Clerk's Office, 900 S. Saginaw Street, 2nd Floor at (810) 257-3225.

For inquiries on Food License (including food vending), please contact the Genesee County Health Department, 630 S. Saginaw Street at (810) 257-3603.

For information on obtaining a State of Michigan Sales Tax (ID) Number, contact the State of Michigan Treasurer's Office (State Building), 125 E. Union Street, 7th Floor at (810) 760-2782.

****Please find enclosed a copy of the Initial Merchant License Ordinance.**

If you have any questions, or require any further information, please call our office at (810) 766-7417.

City of Flint
City Clerk's Office – License Division

enclosure
revised 7/2004, 8/2005, 9/2007

Initial merchant license procedure