



**CITY OF RIVERVIEW**  
14100 Civic Park Drive, Riverview, MI 48193  
Phone: (734) 281-4240 Fax: (734) 281-4228

FOR OFFICE USE ONLY:

Date Issued:

License Number:

**Part 1: Application for Business License Renewal**

BUSINESS LICENSE

HOME OCCUPATION

PROFESSIONAL REGISTRATION

DBA (DOING BUSINESS AS) \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

WEBSITE ADDRESS FOR LINK ON CITY WEBSITE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS PHONE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**1. BUSINESS OWNER:**

Name \_\_\_\_\_

Complete Home Address \_\_\_\_\_

Mailing Address (*if different from above:*) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**BUSINESS OWNER:**

Name \_\_\_\_\_

Complete Home Address \_\_\_\_\_

Mailing Address (*if different from above:*) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**BUSINESS OWNER:**

Name \_\_\_\_\_

Complete Home Address \_\_\_\_\_

Mailing Address (*if different from above:*) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**2. PROPERTY OWNER: (*if different from above*)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. BUSINESS INFORMATION:

Kind of Business  builder/contractor  food/restaurant  office  vehicle  
 distributor  housing registration  retail  warehouse  
 instructional  professional registration  salon  wholesale  
 manufacturing  other: \_\_\_\_\_

Merchandise/Description of Operation: \_\_\_\_\_

No. of Employees \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_ Bldg Square Footage \_\_\_\_\_

Liquor: Sales/Provided On site? Explain: \_\_\_\_\_

4. BACKGROUND INFORMATION:

\_\_\_\_\_ Have you ever been charged or convicted of a misdemeanor or felony?  
Print Name/Title of Applicant

Yes  No If yes, the Date: \_\_\_\_\_

Court: \_\_\_\_\_ Charge: \_\_\_\_\_

Outcome: \_\_\_\_\_

BACKGROUND INFORMATION:

\_\_\_\_\_ Have you ever been charged or convicted of a misdemeanor or felony?  
Print Name/Title of Applicant

Yes  No If yes, the Date: \_\_\_\_\_

Court: \_\_\_\_\_ Charge: \_\_\_\_\_

Outcome: \_\_\_\_\_

BACKGROUND INFORMATION:

\_\_\_\_\_ Have you ever been charged or convicted of a misdemeanor or felony?  
Print Name/Title of Applicant

Yes  No If yes, the Date: \_\_\_\_\_

Court: \_\_\_\_\_ Charge: \_\_\_\_\_

Outcome: \_\_\_\_\_

5. LIST ANY OTHER BUSINESSES OWNED OR OPERATED IN MICHIGAN:

<u>Name</u>	<u>City, State &amp; Zip</u>	<u>Cell or Home Phone #</u>
_____	_____	_____
_____	_____	_____

Print Name/Title of Applicant                      Date                      Signature of Applicant                      Date

**For Office Use Only:**

**FEES:**

Renewal License Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Account No: 101-000-625.010

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Taxes Paid:  Yes  No Bal. Due: \$ \_\_\_\_\_

## Part 2: City of Riverview Public Safety Departments

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

### Emergency Contacts

This data is requested by the Riverview Police Department for emergency contact information only in the event of a robbery, water main break, or other emergency. The Riverview Police Department supports a proactive approach to building security from a crime prevention standpoint and recommends a few inexpensive suggestions:

- **Locks** – High security/case hardened locks, solid core wood or metal doors for the exterior as well as security glass in doors (if equipped) to prevent access to door locks being defeated. 40 inch rule: Any glass within 40 inches of a door lock should be protected.
- **Building Exterior:** Unsecured ladders, rocks, debris and large trees/shrubs, etc. should be removed to promote better observation from the exterior by Police and citizens.
- **Outside Lighting** – Appropriate amount for adequate coverage of parking lot and exterior of building. Leave lights on during hours of darkness to assist officers with checking the area while on patrol. 180 degree viewers installed on rear doors.
- **Security Cameras** – The lenses of all security cameras should be free of all obstructions and in good working order.
- **Alarms** – Should be well maintained. Persons with the authority to deactivate the alarm should be listed as emergency call out persons in the event the owner is not available.
- **Dumpster Areas** – Dumpster Enclosure may be required to meet current ordinance. Contact building department for verification.
- **Outside Observations** – Owners of businesses should observe the outside of their businesses with security in mind. All suspicious activity should be reported to the Police Department.
- **Retail business handling cash** - Should have a safe or bank drop procedures as well as a robbery prevention program in place including signage inside stating “theft will not be tolerated and will be prosecuted to the fullest extent of the law”. **CALL 281-4222 IF ASSISTANCE IS REQUIRED.**

Applicant's Full Name: \_\_\_\_\_

Emergency Contact People: (List by priority)

	Name/Title	Phone (s)	City
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Building Owner: If not listed above: \_\_\_\_\_

Complete Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ 2nd Phone: \_\_\_\_\_