

TEMPORARY BUSINESS LICENSES
(Shared L: Drive/Office Forms/Temp Business Licenses
and in the Forms and Applications Drawer)
City Code Chapter 18 Article V

DOOR TO DOOR: Any business going door to door in the city must have a license for everyone who will be contacting homeowners.

A license is not needed if peddlers/solicitors are just putting flyers in doors and no contact is being made with residents. A license is not needed for church groups/children's groups/school groups who are going door to door.

Fees are based on the Fee Schedule on a daily/weekly/monthly rate.

A filled out Temporary Business License Application (in the Form & Application drawer) and a copy of each peddler/solicitor driver's license or ID must be submitted. The application must be approved by the police department before issuing the license. This normally takes about 24 hrs.

After approval, a light yellow, door to door, license is filled out for each peddler/solicitor.

COMMERCIAL TENT/OUTDOOR SALES: Any commercial business/church/non-profit group wanting to have a tent/outdoor sale must have a temporary business license. These sales include, but are not limited to, fireworks sales, Christmas tree lots, vegetable stands and outdoor sales tents. The sale must be on private, commercial, property and cannot be on any part of the right of way. There must be ample parking for customers and customers cannot impede traffic in any way.

The fee for this license is based on the fee schedule plus \$40 which covers the one time zoning review, if needed. If the sale will take place monthly or yearly in the same place, then a zoning review does not need to be repeated every time they get a license unless they are making drastic changes to the sale area. They also must have written authorization (if applicable) from the property owner.

The sale can run for 14 consecutive days, three different times per year, in the same location, without getting a new license. If the sale wants to continue for longer than that, they must move to another location, go through the licensing process, and pay the required fees. Extensions can be given by the Planning Commission or City Council.

The business/church/non-profit must:

1. Fill out a Temporary Business License Application and pay the fees.
2. The coordinator must submit a Driver's License or ID to be copied and attached to the application.

3. Submit a drawing of the sale site for zoning review, if applicable. This drawing will show where the sale will be on the property in relation to buildings/streets and where parking is located.

A dark yellow Business Permit (in Forms and Application drawer) is filled out and is signed after the assessor approves the drawing and the police department approves the application. This usually takes 24 hrs. The business must display the license at the sale it so it is visible to the public.

FOOD TRUCKS: Any food trucks/trailers must have a temporary business license. The sale must be on private, commercial, property and cannot be on any part of the right of way. There must be ample parking for customers and customers cannot impede traffic in any way.

The fee for this license is based on the fee schedule plus \$40 which covers the one time zoning review, if needed. If the sale will take place monthly or yearly in the same place, then a zoning review does not need to be repeated every time they get a license unless they are making drastic changes to the sale area. They also must have written authorization (if applicable) from the property owner.

Food trucks or trailers must be licensed through the Shiawassee Health Department and a copy of the license provided with the application.

The sale can run for 14 consecutive days, three different times per year, in the same location, without getting a new license. If the sale wants to continue for longer than that, they must move to another location, go through the licensing process, and the pay required fees. Extensions can be given by the Planning Commission or City Council.

The business must:

1. Fill out a Temporary Business License Application
2. The coordinator must submit a Driver's License or ID to be copied and attached to the application.
3. Submit a drawing of the sale site for zoning review, if applicable. This drawing will show where the sale will be on the property in relation to buildings/streets and where parking is located.

A dark yellow Business Permit is filled out and is signed after the assessor approves the drawing and the police department approves the application. This usually takes about 24 hrs. The business must display the license at the sale it so it is visible to the public.

VINYL PORTABLE GAZEBOS/GARAGES: Seasonable/portable gazebos or garages that are generally clad with some form of fabric or vinyl are exempt from zoning and licensing requirements, however, they must be keep in good conditions at all times.

CITY OF CORUNNA

Temporary Business License Application

Applicant Information

Business Name:		Application Date:	
Address of Business:			
City:	State:	Zip:	
Business Phone:		Fax:	
Type of Business:			

Peddler/Solicitor's Name:

Home Address:		DL or ID Number:	
City:	State:	Zip:	

License Description - Check One

Door to Door Peddler - Retail information or sales from house to house and cannot not sell from an established/fixed place. Each door to door peddler must have their own application and a background check will be made by the police department.

FEES:

Per Day: \$20.00 per person

Per Week: \$50.00 per person

Per Month: \$75.00 per person

Commercial Tent/Outdoor Sales -Sales such as tent sales, fireworks, Christmas tree lots, etc. must be located on private commercial property and not located in the right of way. Applicant must also have a zoning review and written authorization from the owner of the property. Maximum allowance of 14 consecutive days per occurrence and no more than three (3) occurrences per calendar year per site. A background check will made by the police department.

FEES:

Per Day: \$20.00 + \$40.00 for a Zoning Review (one time fee per site)

Per Week: \$50.00 + \$40.00 for a Zoning Review (one time fee per site)

Per Month: \$75.00 + \$40.00 for a Zoning Review (one time fee per site)

Food Truck - Food trucks must be located on private commercial property and not located in the right of way. The truck must be parked in an area where ample parking is available and the location has been approved through a zoning review. Vendor must sell out of a food truck or trailer licenced by the Shiawassee County Health Department. Must also have written authorization from the property owner. Maximum allowance of 14 consecutive days per occurrence and no more than three (3) occurrences per calendar year per site. Background checks will be done by the police department.

FEES:

Per Day: \$20.00 + \$40.00 for a Zoning Review (one time fee per site)

Per Week: \$50.00 + \$40.00 for a Zoning Review (one time fee per site)

Per Month: \$75.00 + \$40.00 for a Zoning Review (one time fee per site)

I hereby affirm that I have not been convicted of a felony within one (1) year of the date of this application and have not been on probation or parole as a result of a felony within six (6) months of the date of the application. I understand that a police background check will be made and they must approve my application before I begin any sales or door to door contact.

Signature of Applicant

Date

Police Use Only

Applicant Approved

Applicant Disapproved

Signature

Date