



BUILDING DEPARTMENT

One South Huron Ypsilanti MI 48197
 Phone: 734-482-1025 Fax: 734-483-7444
www.cityofypsilanti.com

\$90 non-refundable application fee

Business Occupancy and License Application

Business Information			
<input type="checkbox"/> New Business	<input type="checkbox"/> Existing Business	<input type="checkbox"/> Ownership/Name Change	<input type="checkbox"/> Home Occupation
Business address:		Ypsilanti	MI Zip:
Business name:		Business phone:	
Date opened/opening:		Email:	
Days and hours of operation:		Square footage of occupied space:	
Detailed description of use:			

Business Owner Information			
Name:		Phone:	
Home address:		City:	State: Zip:
SSN#:	Driver's Lic/State ID#:		DOB:
Federal ID#:		Email:	
Business ownership information: <input type="checkbox"/> Individual <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC			

Property Owner Information (if different from business owner)			
Name:		Phone:	
Home address:		City:	State: Zip:

- **Business floor plan/layout required:** (use reverse side or a separate sheet of paper): Show merchandise racks, counters, seating arrangements, aisles, restrooms, exits, office(s), storage, etc., including width measurements of doorways and aisles.
- **Bars/food establishments:** Current licenses from Washtenaw County Health Department and State of Michigan Liquor Control Commission must be attached.
- **Additional licenses:** All additional licenses required by federal, state or local agencies must be attached.

By signing below, I hereby affirm that the information provided on this application is true and accurate.

Applicant Signature: _____ Date: _____

Print Signature/Name: _____

Office Use Only			
Change of Use: <input type="checkbox"/> Yes <input type="checkbox"/> No		Previous Use:	
Zoning District:		Site Plan Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Official:		Compliance Officer:	
City Planner/Zoning Admin:		Inspection date/time:	
Notes:			