



# City of Roosevelt Park

**“A Proud Community”**

900 Oak Ridge Street  
Roosevelt Park, MI 49441  
Phone: 231-755-3721  
Fax: 231-755-1442

November 2021

Dear Business Owner/Manager,

As the new year approaches, it is time to renew your business license.

Thank you to all our businesses for choosing the City of Roosevelt Park as your business location!

If there have been no changes to your business information, **the City still needs to have you fully complete the application and return it with your registration fee. Please complete the enclosed business registration form and return it with payment no later than January 15, 2022.**

The registration fees are as follows:

- |                                    |          |
|------------------------------------|----------|
| • Commercial/Professional Business | \$ 35.00 |
| • Hotel/Apartment Complexes        | \$120.00 |
| • Establishments serving liquor    | \$130.00 |

**Licenses not paid by the due date will be assessed a \$15.00 per month late fee.**

The City's Code of Ordinances specifies that operating a business without obtaining a valid business license is a violation of City ordinance, and the violation is considered a misdemeanor offense. The ordinance also specifies that a license cannot be issued if the business is in arrears to the City for any outstanding taxes, utilities, or other miscellaneous invoices.

As a reminder: The City of Roosevelt Park offers a Building Façade Improvement Matching Grant Program to our local businesses up to the maximum grant of \$15,000. Information can be found on our website or by stopping in at City Hall.

Winters can get rough, to help our City plow workers please help keep the sidewalk in front of your business clear of snow. Excess snow pushed on to the sidewalk makes it difficult for our sidewalk plow to get through. Your help is much appreciated.

City Hall office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. If Covid 19 causes our office to close to foot traffic, please use our mail drop box by the door to drop off your application and check. We will send you your receipt and license shortly. If you have questions, concerns or are no longer in business in the City of Roosevelt Park, please contact City hall at 231-755-3721.

Sincerely,

*Ann Wisniewski*

City Clerk

Enclosure: 2022 Business License Application