

*The Mayor, City Council, City Manager and
Employees of the City of Wixom would like to welcome
you and your business to our community.*

*Enclosed you will find information to help with locating
your business in the City. Also attached is information on the City
which may help you and your employees as your business
establishes itself in Wixom.*

www.WixomGov.org



City of Wixom Business License

The following documents serve as notice for the paperwork required to be submitted for an operational business in the City of Wixom. The forms that are found within the packet shall be completed and returned to the Fire Department prior to moving into your new location. The City of Wixom business district is divided into 12 zones, and the business license is valid for a period of 12 months to coincide with the inspection schedule of the particular zone. Businesses moving into the City partway through their zone's licensing period will be assessed a pro-rated fee for their first license. Your business may be subject to multiple inspections prior to or after moving into its new location. Inspections are dependent on the use category of your business, building modifications and/or products used, produced or stored.

City Code 5.04 requires a business in the City of Wixom to obtain an annual business license. The Business License Application is attached and should be returned to the Fire Department. Upon receipt of the Application, an invoice for the business will be issued. Fees are based on the square footage of your business and the remainder of the year before the zone's expiration of businesses for the zone. Home based businesses are assessed an administration fee of \$39.00 regardless of square footage. A synopsis of the business license ordinance is attached for your reference. The ordinance in its entirety is available on the city's web site at: <http://www.Wixomgov.org>.

City Code 8.28.040 requires a business to submit emergency contact and alarm information (if applicable). Failure to complete this form may result in a fine of \$100.00 and possible false alarm penalty charges. A synopsis of this ordinance is attached for your reference.

City Code 8.12 requires a business to submit a completed Hazardous Chemical Survey. All chemicals should be listed, including gasoline, propane, paints, toxins, oxidizers and flammables. Cleaning products such as bowl cleaner, window cleaner and spray products could also be listed on the survey. If your business is required to complete electronic SARA Title 3 reporting to the State of Michigan, it is not required that you submit a copy of this report to the City (though you may if you wish).

Certificate of Occupancy. The Building Department reserves the right to complete an occupancy inspection of the premises for each business moving to, or within the City. Businesses which are undertaking modifications covered by a permit issued through the Building Department will be issued a Certificate of Occupancy when the location is compliant with local and state regulations. Inspections of electrical, construction or mechanical permits are completed by the Building Department. Appointments for these inspections can be made with the appropriate inspector at 248.624.0880, Monday - Thursday, 7.15am – 5.30pm.

State License(s). Information on whether your business will require a state license, and on how to obtain the relevant licensing, is available from the State of Michigan website or by calling 517.241.9288.

Fire Inspection Process

Zoning

The City is divided into several zoning districts. For each zoning district there is a list of uses which are permitted in that specific zoning district, and conditionally permitted with the appropriate approval. When looking for a place to start or relocate your business, it is important to make sure that the zoning for the location allows for your proposed use. Please contact the Building Department at 248.624.0880 to review the zoning regulations.

Preliminary Walk- Through

Prior to you leasing or moving into your new building, the Fire Department will walk through your new location and advise of any deficiencies that may be present. The inspector will also advise you of the possibility of having to upgrade current fire protection systems, emergency lighting or door hardware, all or which will depend on the proposed use of, classification of your building and types of products produced and stored within it.

In accordance with the City of Wixom's adopted Fire Code, buildings that are equipped with an automatic fire alarm system are required to have a lock box that will contain master keys to allow the Fire Department to gain entry to your building after the hours of operation. Forms for the lock box are attached or may be obtained from the Fire Department. The lock box will be accessed by Fire Department personnel only in the event of an emergency.

Businesses with operations classified as **High Hazard Occupancy** by the Fire and Building Departments will be required to submit a floor plan with the layout and intended use for each area. Said businesses will be required to provide MSDS sheets with a list of maximum quantities for each material that will be stored and/or manufactured on site.

Final Inspection

Final Inspections are required following any renovations which are completed and also in order for the business to open and/or begin operation. This will allow for the inspector to evaluate that all machinery has been installed correctly, office equipment wired correctly, exit routes and aisles are clear and unobstructed, fire extinguishers are present, and all paperwork has been filed with the City of Wixom.

Business License

A business license will not be issued while there are outstanding concerns on record from any of the following departments: Police, Fire, Building or Finance. Once all issues have been satisfactorily resolved, the information will be forwarded to the Clerk's Office for the monthly issue of business licenses. **At no time will not having your business license in hand prevent you from having an operational business in the City.**

If at any time there are any issues or concerns, please do not hesitate to contact the City of Wixom Fire Prevention Division to speak with one of the inspectors: 248.624.1055.

Wixom Fire Department – General Code Compliance

The following items are to be used as a point of reference only. Some of these requirements may or may not pertain to your facility, and some maybe the responsibility of your landlord. The inspector will help you understand any specific needs of your facility at the time of inspection.

Exterior:

Name of business shall be provided on the front of the building or on a sign wall.

Address shall be posted on the front of the building. Numbers shall be at least 6" in height, with a $\frac{3}{4}$ " stroke, and be of a contrasting color to the background. Addresses and suite numbers may also be required on the rear exits.

No combustible storage within 15 ft. of a building.

Dumpsters shall be kept in approved enclosures.

Posted fire lanes must be kept clear at all times.

Interior:

Fire extinguishers shall be provided at each exit and every 75 ft. in between. Fire extinguisher size and type is determined by occupancy type and building use.

Fire extinguishers shall be installed 42 in. from finished floor to hanger.

Fire extinguishers shall be inspected annually by a certified contractor.

Fire suppression systems shall be inspected and tested annually by a certified contractor.

Fire alarm systems shall be inspected and tested annually by a certified contractor.

Storage height is limited to 12 ft. if the building does not have fire suppression coverage.

Emergency lighting is required along the entire path of egress. A photometric plan will be required.

Exit lighting shall be illuminated at all times, with a back up power source.

Extension cords may not take the place of fixed wiring. Extension cords are intended for temporary use.

Compressed gas cylinders shall be secured at all times.

City of Wixom Emergency Systems Registration Form

(Please type or print)

Date: _____

F.D. use only: BL#	Zone
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Business name: _____ DBA: _____

Business address: _____

Business phone: _____

Contact name (during business hrs): _____ Email: _____

Contact phone (business hrs): _____ Fax: _____

Hours of operation: Mon – Fri _____ Sat: _____ Sun: _____

Emergency Contact Information:

Please list name for three people who can be contacted in the event of an emergency situation at your business. All contact employees should have a key for building access, and be available 24hrs/day.

Please list in priority order:

Name	City of Residence	Home phone	Cell phone
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Emergency System information:

Alarm Company Name: _____ Alarm Co. Phone: _____

Type of emergency system (check all that apply): Police Fire Other (describe): _____

Lock Box: No Yes (give location) _____

Please list any special instructions for your building: _____

Name of the person completing this form, and phone number to contact:

Name: _____ Phone : _____

Please return this completed form to:
Wixom Fire Department, 1345 N. Wixom Rd, Wixom, MI 48393

Business Name: _____ F.D. use only: BL# _____ Zone _____

Business Address: _____

This location is used for (check all that apply:)

Chemical production Chemical use Chemical storage Other

Hazardous materials reporting requirements.

The Michigan Occupational Safety and Health Act (MIOSHA), Act No 154 of the Public Acts of 1974, as amended, the Michigan Fire Prevention Code, Act No 207, P.A. of 1941 as amended requires that fire chiefs collect the following information for dissemination to firefighting personnel:

Do not omit this form. If you do not store any of these substances, please check the "do not have" column.

Please complete quantity amounts based on the MAXIMUM quantity the above location would have on site at any one time:

Chem. Class	Chemical Type	Quantity at or above specified unit amount	Quantity under specified unit amount	Do Not Have
1	Explosives & Blasting Agent (not Class C)	List quantity/type _____		
2	Poison Gas	List quantity/type _____		
	Flammable Gas	100 gal. & over	Under 100 gal.	
	Non- Flammable Gas	100 gal. & over	Under 100 gal.	
3	Flammable Liquids	1,000 gal. & over In AST In UST	Under 1,000 gal In AST In UST	
	Combustible Liquid	10,000 gal. & over In AST In UST	Under 10,000 gal In AST In UST	
4	Flammable Solid (Dangerous when wet)	100 lbs & over	Under 100 lbs	
	Flammable Solid	500 lbs & over	Under 500 lbs	
	Spontaneously Combustible Material	100 lbs & over	Under 100 lbs	
5	Oxidizer	500 lbs & over	Under 500 Lbs	
	Organic Peroxide	1,000 gal. & over	Under 1,000 gal.	
6	Poison	500 lbs & over	Under 500 lbs	
	Irritating Material: Liquid	1,000 gal. & over	Under 1,000 gal	
	Irritating Material: Solid	500 lbs & over	Under 500 lbs	
7	Radioactive Material	List quantity /type _____		
8	Corrosives: Liquid	1,000 gal & over	Under 1,000 gal	
	Corrosives: Solid	500 lbs & over	Under 500 lbs	
Misc.	Known Human Carcinogen	List quantity /type _____		
	Controlled Drugs	List quantity /type _____		

To assist with completion of this form, Hazardous Chemical Definitions are listed on the following page.

Hazardous Chemical Definitions

Carcinogen: A chemical considered to be carcinogenic if:

1. It has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen, or
2. It is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) – latest edition, or
3. It is regulated by OSHA as a carcinogen.

Combustible Liquid: Any liquid having a flashpoint at or above 100^o F (37.8^o C) but below 300^o F (93.9^o C) except any mixture having components with flashpoints of 200^o F, or higher, the total volume of which make up to 99% or more of the volume of the mixture.

Corrosives – Liquid and Solid: Any liquid or solid that causes visible destruction of irreversible damage to human skin tissue. Any liquid that has a severe corrosion rate on steel.

Explosives and Blasting Agents: (*not* including Class C explosives)

Explosive: any chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure or high temperature.

Blasting Agent: any material or mixture, consisting of fuel or oxidizer intended for blasting. It must be so insensitive that there is very little probability of accidental explosion when mixed for use or during shipment.

Flammable Liquid: Any liquid having a flash point below 100^o F (37.8^o C), except any mixture having component with flashpoints 100^o F (37.8^o C) or higher, the total of which makes up more than 99% of the total volume of the mixture.

Flammable Gas: A gas that can burn with the evolution of heat and flame. Flammable compressed gas is any compressed gas of which either:

1. The mixture is 13% or less by volume and is flammable, or
2. The flammable range with air is under 12%.

Flammable Solid (Dangerous when wet): Water reactive material, including sludges and pastes which react with water by igniting or giving off dangerous quantities of flammable or toxic gases.

Irritating Material – Liquid and/or Solid: A liquid or solid substance which upon contact with fire or air gives off dangerous or intensely irritating fumes.

Non Flammable Gas: Any compressed gas other than a flammable compressed gas.

Organic Peroxide: An organic compound that contains the bivalent -O-O structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer: A chemical that initiates or promotes combustion in other materials, thereby causing fire either of itself, or through the release of oxygen or other gases. (Eg. chlorate, permanganate).

Poison: Less dangerous poisons – toxic: Substances, liquid or solids (incl. pastes and semi solids) so toxic to man that they are a hazard to health during transportation.

Poison Gas: Extremely dangerous poisons - highly toxic: Poisonous liquids or gasses: a very small amount of the gas, or vapor of the liquid when mixed with air is dangerous to life.

Radioactive Material: Any material, or combination of materials which spontaneously give off ionizing radiation.

Spontaneously Combustible Material: (Solid) A solid substance (including sludges and pastes) which may undergo spontaneous heating or self burning under normal transportation conditions. These materials may increase in temperature and ignite when exposed to air.

From Chapter 8.12, Hazardous Chemical Survey

8.12.060 Hazardous Chemical Survey – Required

A. The Fire Chief will promulgate and make available a Hazardous Chemical Survey form to be utilized in accordance with this section.

B. All developers of property, all businesses to all employers shall complete and file with the City a Hazardous chemical survey:

1. Upon submission of a preliminary site plan for the development of any property within the City;
2. With the filing of any business license form required by the city;
3. Upon any change of use of occupancy of a structure or premises within the City;
4. Upon request of the Fire Chief pursuant to section 8.12.070 (Ord. 146 § 7.01, 1989)

8.12.070 Hazardous Chemical Survey – Material Safety Data Sheets (MSDS)

Upon written request of the Fire Chief, an employer within the City shall, within ten business days, provide a completed hazardous chemical survey form to the Fire Chief, and for hazardous chemicals quantities meeting or exceeding the threshold requirements stated in Section 8.12.140, shall provide the list required to be prepared pursuant to 29 CFR 1 910.1200, section 14a if the Michigan Occupational Health and Safety Act, MCL 408, 1014a; MSA17.50 (14a) and Section 5p of Act 207 of the Public Acts of 1941, as amended, MCL 29.5p; MSA 4.559 (5p), and, when requested a material Safety data sheet for each hazardous chemical identified on the list (ord. 146 § 5.01, 1989).

8.12.080 Quantity and Location of Hazardous Chemicals.

Upon written request of the Fire Chief, an employer within the City shall, within ten working days, provide a description of the quantity and location (by floor plan or diagram) of any hazardous chemicals specified by the Fire Chief after review of the lists provided under Section 8.12.070. Reporting of quantities shall include the maximum quantities expected at any given time. Upon request the Fire Chief may extend the period for providing the information described in this section by an additional five (5) working days. The requirement for this information may be satisfied in conjunction with the filing of the completed hazardous chemical survey as provided in section 8.12.060. Pursuant to section 5p of the Michigan Fire Prevention code, MCL 29.5p, MSA 4.559 (5p), information obtained by the Fire Chief under sections 8.12.070 and 8.12.080 of this chapter may be available to a public official, agency or employee, but is exempt from disclosure under the Freedom of Information Act as amended MCL 15.231. et seq.; MSA 4.180 (1), et seq. (Ord. 146 § 6.01, 1989)

8.12.090 Updating Information

A person subject to Sections 8.12.060, 8.12.070 and 8.12.080 shall provide the Fire Chief a written update of the information required by those sections when there is a change in the quantity, location or presence of hazardous chemicals in the work place, or any other information required to be transmitted under those sections. (Ord. 146 § 8.01, 1989)

8.12.100 Outdoor Storage

The outdoor storage of hazardous chemicals is prohibited except in product-tight containers, recognized and accepted in accordance with Federal and State standards which are protected from weather, leakage, accidental damage and vandalism. No outdoor storage shall be permitted in violation of the City's Zoning Ordinance. No indoor storage shall be permitted in violation of the state Construction Code, or the City Fire Prevention Code.

**City of Wixom Water Dept.
New Business**



Federal regulations 40CFR 403.8 (f) (2) and (ii) require wastewater treatment plants to identify and locate all possible Industrial Users which may be subject to Industrial Pretreatment Program guidelines. To fulfill this requirement, United Water will review wastewater accounts and new business license holders in the City of Wixom to identify Non-Domestic Sewer Users that may discharge industrial wastewater into the sanitary sewer. Some of the primary metals of concern include mercury, molybdenum, nickel and zinc.

Business Name: _____

Type of Business Operations: _____

Contact Person: _____ Phone # _____

Business Address: _____

Business Phone Number: _____

Business Fax Number: _____

The yes or no answers to this short list of questions will determine if an industrial survey is required for your business:

Does the business use water in a commercial or manufacturing process? Y / N

Will the business discharge non-domestic wastewater to the sanitary sewer system? Y / N

Will the business use a cooling tower? Y / N

If you answer yes to any of the above questions, you will need to complete an industrial survey of the planned water and/or wastewater uses. United Water will contact you, or you may contact us at 248.960.0870

New Business Contact Authorization

The City of Wixom Fire Department is requesting your assistance in reducing paperwork and its related costs. **If you are able to receive your future annual Business License Renewal paperwork by email**, we request that you provide an email address below. Please be assured that the email address which you provide will be used only for business license purposes.

- Only one email address may be provided; the entire business renewal packet will be sent to the address provided.
- We suggest providing a general business email so that information is not lost due to a change in staff.
- Please set your email software to allow receipt of emails from `WixomBusinessLicense@wixomgov.org`.

Next year, please send my business license renewal paperwork via:
(please check one)

This e-mail address: _____

Instead of e-mail, send a hard copy via the postal service.
This will be sent to the "Mailing Address" indicated on Page 1 of this packet.

Business Name: _____

Fire Dept. Use only:

Business License #:	Zone:
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Please include this form in your return envelope.

Chapter 5.04 “Business” means any trade, occupation, profession, work, commerce or other activity owned or operated for a profit by any person within the City, unless otherwise licensed as a peddler, solicitor and canvasser by the City. “City” means the City of Wixom.

5.04.040 License Requirements. No person may commence or continue a business, as defined herein, within the City without having first obtained a City license therefore as provided in this Chapter and without maintaining such license in current effect during any business operation or activity.

5.04.050 Procurement Procedure. Before a license to commence or continue a business shall be issued, the owner or operator thereof shall first obtain application approval from the City Clerk. A fee shall accompany the application as set forth from time to time by resolution of City Council. ***The fee shall be prorated for the initial license year based upon the length of time remaining in that particular inspection/review zone, as established by the City of Wixom Fire Department.*** Upon receipt of a properly completed application or renewal, and upon payment of the fee, and positive review by City departments (including Police, Fire, Building, Finance, Public Works, Water & Sewer, etc.), the Licensing Agent shall issue a license to the person(s) to commence or continue the business designated in the application. The Licensing Agent, or his or her designee, shall have the right of inspection of the business premises to assure compliance with this Chapter. No license fee paid to the Licensing Agent shall be returned to the applicant, in whole or in part, for any reason. The license year shall be designated for each property depending upon which inspection/review zone that property lies within, as set by the City of Wixom Fire Department.

5.04.080 License Nontransferable. No license may be transferred by the holder to any other person or any other business location.

5.04.090 Compliance.

A. No license shall be issued or renewed to any existing or proposed business or person unless he/she has complied with all of the provisions of this Chapter and with all of the provisions of all other federal, state and local laws, provisions of other ordinances, and rules and regulations applicable to the business, and the same is in full compliance with the zoning ordinance as deemed by the Licensing Agent.

B. No license shall be used or renewed to any applicant whose business use, either alone or in combination with other businesses on the same property, violates any terms of the site plan governing the property. Any business which expands operations beyond its existing site plans, subdivides its business premises or sublets its business facilities shall be subject to a site plan review, unless waived by the Building and Fire departments, and shall comply with any additional site plan requirements as mandated by the City zoning ordinance before a business license or renewal thereof is granted.

C. A license is required for every business entity within the City and for each business entity on a singular property. Each business or person which occupies a site, whether alone or jointly shall secure a license as set forth in this Chapter. Any business entity conducting multiple operations within the City on noncontiguous lots or parcels shall obtain a license for each site. No business license shall be issued to any business utilizing a street address which has not been approved by state or local authorities.

D. Any person or entity serving as landlord to any other person or entity operating a business within the City shall be responsible for the business licensing compliance of its tenants.

5.04.110 License Renewal. Unless otherwise provided in this Chapter, an application for renewal of a license shall be considered in the same manner as an original application.

5.04.050 The Code of Ordinances for the City of Wixom grants authority to the Wixom City Council to set by resolution application fees associated with the Business License Program. (known as the Business License Fee Schedule)

<u>Business Size</u> *	<u>Fee</u>
Home Business (no inspection required)	\$ 39.00
Less than or equal to 5,000 square feet	\$ 64.00
5,001 – 50,000 square feet	\$ 89.00
50,001 – 100,000 square feet	\$139.00
100,001 – 200,000 square feet	\$164.00
Greater than 200,000 square feet	\$239.00 + \$5.00/Additional 10,000 square feet
Re-inspection, after two unresolved attempts	\$ 15.00

* Business square footage provided by the City of Wixom Assessing Department.

DO NOT SEND PAYMENT YET – WE WILL SEND YOU AN INVOICE. (Your initial fee might be prorated.)

From Chapter 8.28, Municipal Cost Recovery, City of Wixom Code of Ordinances

Section 4. False Alarms:

A. Regulations.

No person or entity shall install or operate an alarm system in the City unless the alarm system is installed by a licensed alarm system contractor or the owner or occupant of a residence in his or her own residence.

No person shall operate an alarm system on property within the City unless and until the alarm system has been registered with the City Police Department. Failure to register shall result in a fee of \$100 in addition to those fees set forth in Section 4B below.

Alarm systems employing audible signals shall be equipped with shut-off devices that automatically silence the audible signal after fifteen (15) minutes.

Any alarm company shall diligently attempt to make telephone contact with the alarm site whenever an alarm is activated. Attempted verification of an emergency and the type of emergency shall occur prior to the alarm company notifying the City's Police or Fire Departments.

No alarm system when activated shall be permitted to connect with the communication facility of the City's Police or Fire Departments by means of the City Departments' telephone system.

A company which monitors an alarm system in the City, or any other person or entity who monitors an alarm system in the City, shall register such alarm system with the City by providing the following information to the City's Police and Fire Departments:

- a) The type of alarm system;
- b) The location of the alarm system in the building or other structure;
- c) The easiest and safest method of access to that alarm system;
- d) The name of the person or entity responsible for monitoring the alarm system; and
- e) A local telephone number or a toll-free number by which the alarm system representative can be reached twenty-four(24) hours a day. If this telephone number changes, the representative shall immediately notify the City's Police and Fire Departments.

Should any person or entity operating an alarm system within the City fail to register such system with the City, and the City is required to render emergency assistance in response to a third (3rd) false alarm of that system within any calendar year, the false alarm fees set forth below shall be doubled.

B. Fees.

Any person or entity utilizing an alarm system which causes false alarms that occur more frequently than (3) times in a calendar year, commencing anew on January 1 of each and every year, shall be subject to the following fines:

- First false alarm beyond yearly allowance \$ 75.00
- Second false alarm beyond yearly allowance \$100.00
- Third false alarm beyond yearly allowance \$150.00
- Fourth false alarm beyond yearly allowance \$250.00
- Fifth or more false alarm beyond yearly allowance \$500.00

C. Notification Procedure

The City will mail an alarm notification form to an alarm user following an extraordinary response to a false alarm. The alarm user shall return the completed form to the City's Police/Fire Department within ten (10) days of receipt. Failure of the alarm user to return the form shall cause an automatic billing of the false alarm fee to be sent to the alarm user. If the alarm user wants to request a waiver of the assessed costs due to extenuating circumstance, the alarm user may do so in writing with ten (10) days of the notice of the assessment. The writing shall contain documentation of the extenuating circumstances involved. Within ten (10) days of the receipt of the waiver request, the Director of Public Safety or his/her designee shall make a final determination of the waiver request and notify the alarm user of the decision.