

*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





Welcome to the City of Wixom, “The New Frontier”!

When many people migrated up the northern I-75 corridor of Detroit over the last thirty years, they missed the potential Wixom has always been right in their backyard. Just like the pioneers that headed west when the country was forming, now **Wixom stands as that oasis, close to everything, but far from ordinary!**

Wixom is a best kept secret in small town, family oriented community living. The perfect mix of affordable homes, affordable workspace and community focused living. With boundless areas for outdoor activities, a central area for community gatherings and walkable downtown attractions. Wixom is easy to get to, hard to walk away from.

As families and businesses look for a new beginning, the best mix of Michigan and community, of new opportunity at the right price. **Wixom stands apart!**

Recipient of the University of Michigan – Dearborn School of Management’s Metro Detroit Entrepreneurial City Award in 2007 and 2009 through 2014, Wixom is located in premier western Oakland County along the rapidly developing I-96 corridor. Wixom is only 12 miles from Oakland County International Airport, 24 miles to Detroit Metropolitan Airport with Lansing, Ann Arbor, Detroit, Pontiac and Flint being within a one hour driving time.

Incorporated in 1958, the City of Wixom has a long history of innovative operating policies and practices that have delivered municipal governmental programs in a cost effective and efficient manner. This coupled with an employee culture rooted in service and dedication to the community has resulted in one of the regions lowest tax rates, lowest combined water and sewer rates, a sustainable business environment and quality neighborhoods. The City utilizes a balanced approach to land use development to achieve a mix of high-quality residential living and a strong diverse industrial and commercial base and boasts of one of the finest school districts in the state.

Further, Wixom boasts a rich historic past and a 300-acre nature preserve (The Wixom Habitat) with walking paths and wildlife viewing areas. Throughout the year, Wixom hosts many community events such as Founder’s Festival, Independence Day Celebration, Hot Blues & BBQ, Fall Fest/Panther Hunt, Summer Concert Series, Easter Egg Hunt, Bi-Annual Circus and many more. The community focal point is the civic complex anchored by a dynamic reflecting pool with illuminated jets brought into balance by a performance plaza in Sibley Square and streetscape amenities.

Thank you for considering Wixom, good luck and much success! We’re looking forward to your call.

City Manager
City of Wixom

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 zones licensing period will be assessed a pro-rated fee for their first license. Your business may be subject to multiple inspections prior to 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. 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 517.241.9288.

Oakland County Business Registration. Your business is required to register with Oakland County. Registration can be completed at the Clerk's Office at 1200 North Telegraph, Pontiac.



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 business:

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 4" in height, with a ½" 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 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 hangar.

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.

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 Business Registration

(Please type or print)



Business name: _____

DBA (if different): _____

Business address: _____

Mailing address (if different): _____

Business website address: _____

Business phone: _____ Business fax: _____

Business contact name: _____ Email: _____

Public relations contact: _____ Phone: _____

Public relations email address: _____ Fax: _____

Description of product/services/provided: _____

Business category: Commercial Industrial Retail Warehouse Other

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

Number of employees: 1-10 11-20 21-50 51-100 over 100

State License(s) possessed: _____

Country of ownership: USA Other: _____ Nonprofit: Yes: No:

Is your building Owned Leased Building square footage: _____

If leased please give the name of your landlord: _____

Insurance company name: _____

Prepared by: _____ Phone: _____

To receive news from the City such as volunteer or sponsorship opportunities or Wixom Business Assistance Team information, visit the City's website at www.wixomgov.org to sign up for e-mail notifications.

I am an agent of the above listed business and am making application for a business license in the City of Wixom and depose that I have completed this application to the best of my ability. I further state that the information provided is true to the best of my knowledge. I agree to maintain or bring my business into compliance with the appropriate ordinances as a condition of receiving a business license.

Signature: _____ Date: _____

Please mail the completed business license forms, and payment to, (checks payable to the City of Wixom):

Wixom Fire Department
1345 N. Wixom Road, Wixom, MI 48393
Phone: 248.624.1055

For Fire Department use only:

Type of application: New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Moved within City <input type="checkbox"/>	License #	Zone
Date received:	Invoice #:	Check #	Amount: \$	
Business development sent <input type="checkbox"/>	Emergency contact returned <input type="checkbox"/>	Hazmat returned <input type="checkbox"/>		

City of Wixom Emergency Systems Registration Form

(Please type or print)



Date: _____ Zone: _____ Business License #: _____

Business name: _____ DBA: _____

Business address: _____

Business phone: _____

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

Contact phone (business hrs): _____ Fax: _____

Emergency System information:

Name of Alarm Company: _____

Type of emergency system (check all that apply):

Police: Interior motion Panic/hold-up Building perimeter

Fence perimeter Other (describe) _____

Fire: Pull station Smoke detector(s) Duct detector

Other suppression system (describe) _____

Fire panel reset code: _____

Guard Service No Yes (give hrs) _____

Lock Box No Yes (give location) _____

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 _____

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

WIXOM FIRE DEPARTMENT HAZARDOUS CHEMICAL SURVEY

Business Name: _____

Business License # _____

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 Fire Fighting personnel:

Please complete quantity amounts based on the MAXIMUM quantity the above location would have on site at any one time. **New this year: Please indicate whether your liquids are stored in an above ground storage tank (AST) or underground storage tank (UST).**

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

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

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.

New Business ~ City of Wixom

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



Rapid Entry System

Instant fire department access without damaging the door or building

The Rapid Entry System is designed to help fire departments and businesses work together to preserve lives and property. It eliminates the need for fire department officials to maintain and carry cumbersome key rings with hundreds of building keys.

Here's how the Rapid Entry System works:

1. The building owner purchases the Lock Box of his choice and mounts it securely near the entrance. Fire department officials lock the building keys in the Lock Box.
2. To ensure absolute security, Supra has developed a flexible program for shipping Lock Boxes directly to building owners. Special security keys are supplied only to authorized fire department officials.
3. When a fire alarm sounds at night or on the weekend, the fire department has instant access to the building. Access is fast, easy and safe without the need for the building owner or tenant to drive to the site after hours.

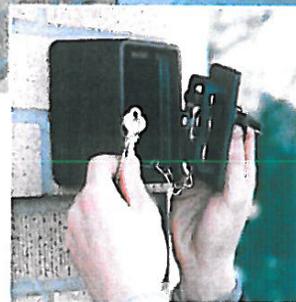
Supra — a name you can trust:

Safe and secure. Keys that open the Lock Boxes are provided exclusively by Supra. Our SupraSafe 2 High Security units are UL certified antitheft devices. All SupraSafes are steel construction with locking systems designed to withstand attack. Optional tamper switches can be integrated with a building's alarm system.

The SupraSafe line offers a variety of sizes, styles and features. Building owners can custom-tailor a Rapid Entry System to meet their needs.

Toll-free product support. You have the resources of the world's largest lock box manufacturer and the backing of Supra.

Help make it safer for the fire department to protect property and reduce injuries; avoid the expense of replacing a costly door or window due to unnecessary forced entry.



Costly damage of forced entry is eliminated when building keys are stored securely near entrances.

For more information call 800-654-9677 x 8365



Rapid Entry System Order Form

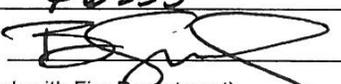
This form must be filled out completely or your order will be delayed.

- | | |
|--|--|
| 1. Orders must be prepaid with a credit card. | 4. Fax orders to: 800.547.2111 |
| 2. Fill in your billing and shipping address. | 5. Email orders to: alejandra.gatica@kiddeus.com |
| 3. Contact your fire department for their system code. | 6. Mail orders to: Kidde Safety, 1016 Corporate Park Drive, Mebane, NC 27302 |

All SupraSafes come with black polyester textured powder paint, wall anchors and bolts. Optional through-wall mounting kits are recommended for non-recessed units for higher security.		QTY.	PRICE	TOTAL
	SupraSafe 2HS Heavy Duty — 1/4" steel walls & door 5"H x 4"W x 3-1/4"D	SupraSafe 2HS	\$194.00	
		SupraSafe 2HS/TS Tamper switch connects to building alarm	\$234.00	
		SupraSafe 2HS/TS through-wall mounting kit	\$19.00	
	SupraSafe 2HSR Heavy Duty — 1/4" steel walls & door 5"H x 4"W x 3-1/4"D with 7" x 7" flange	SupraSafe 2HSR	\$234.00	
		SupraSafe 2HSR/TS Tamper switch connects to building alarm	\$274.00	
		SupraSafe 2HSR/TS (recessed mounting kit for masonry or concrete walls)	\$69.00	
	SupraSafe 1 (1 to 2 keys only) 1/8" steel walls & door. Tamper switch not available on this model. 3"H x 4"W x 2"D	SupraSafe 1	\$147.00	
		SupraSafe 1 through-wall mounting kit	\$14.00	
	Supra Max (for residential use only) Durable zinc alloy construction 3-5/8"H x 4-5/8"W x 2-1/8"D	Supra Max with door mount hanger	\$90.00	
		Supra Max wall mount	\$79.00	
		Supra Max through-wall mounting kit	\$14.00	
Accessories: Additional fire alert decals (one provided with every lock box)			\$2.00	
			Subtotal	
			Shipping & handling per lock box: \$20.00	
			Add state and local sales tax for ship-to address	
			Grand total	

Prices are subject to change and are valid as of July 15, 2012.

Registered fire department information:

Dept. Name: WIXOM FIRE DEPARTMENT
 City/State/Zip: WIXOM / MI / 48393
 Dept. System Code: QB353
 Authorized Signature: 
 (May be required, check with Fire Department)

Credit card billing address:

Company: _____
 Physical Street Address: _____
 City/State/Zip: _____
 Attention: _____
 Phone: _____
 Email: _____

Ship to:

Company: _____
 Physical Street Address: _____
 City/State/Zip: _____
 Attention: _____
 Phone: _____
 PO Number: _____

Fire Department Rapid Entry Systems Ordering Instructions

1. All Lock Boxes are shipped without keys. Contact the fire department for information concerning keys and lockup. Mounting instructions for Lock Boxes included with your order. Allow approximately 2-3 weeks for delivery.
2. Please contact your fire department for specific instructions on where to mount the Lock Box.
3. Payment: VISA MasterCard AMEX
 Please call for credit card information () _____

 Expires _____ Signature _____
 Today's Date _____
 Print Name _____ Amount _____

U.S.A.
 1016 Corporate Park Drive
 Mebane, NC 27302 USA
 T 800.654.9677 Ext.: 8365
 F 800.547.2111

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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.

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.

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.

Annual Business License Renewal Email Address Collection

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.

If you have any questions, please call Stacey Banks at 248-624-1055, Monday through Thursday, 8:00am to 3:00pm.

Email address for receipt of annual Business License Renewal paperwork:

Please email this form to WixomBusinessLicense@wixomgov.org or mail to Wixom Fire Department, 1345 N. Wixom Rd, Wixom, MI 48393.

Source: Business Packet