

# CLERK'S OFFICE Miscellaneous Licenses

THIS SECTION CONTAINS  
INFORMATION ON THE FOLLOWING  
TYPES OF LICENSES:

- ❖ AUCTIONEER LICENSE
- ❖ BICYCLE LICENSE
- ❖ GOING OUT OF BUSINESS SALE
- ❖ HANDBILL DISTRIBUTOR (DOOR-TO-DOOR FLYERS/ADS)
- ❖ ICE CREAM VENDOR
- ❖ MASSAGE BUSINESS
- ❖ MASSAGE THERAPIST
- ❖ MECHANICAL AMUSEMENT & COIN OPERATED DEVICES
- ❖ PEDDLER/VENDOR LICENSE (DOOR-TO-DOOR SALES)

- ❖ PRECIOUS METAL & GEM DEALER
- ❖ SNOW REMOVAL LICENSE
- ❖ TATTOO BUSINESS
- ❖ TATTOOIST LICENSE



## AUCTIONEER LICENSE

The City of Eastpointe requires an auctioneer license be obtained before the selling of any personal property at public auction. The licensed auctioneer shall operate a public auction room or sell goods at public auction from Monday through Saturday of any week between the hours of 8:00 AM and 10:30 PM. No public auction shall be conducted on Sunday. The auction cannot take place in any street, alley or public place in the City. This license does not apply to the sale of goods and merchandise under legal process or upon foreclosure. The City Clerk shall waive the surety bond requirement and deposit requirement for nonprofit organizations, and said nonprofit organizations must comply with the requirements of Article II, Section 32-20 of the city code of ordinances. Contact the Clerk's Office at (586) 445-3661 ext 2202 for specific assistance.

Article II, Section 32-22 of the "Codified Ordinances of the City of Eastpointe" provides specific details on the sale of jewelry, substitution of articles, fraud, minors, etc. This ordinance can be reviewed at the Eastpointe Clerk's Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## APPLICATION & COST

Click here for Auctioneer License Application, or visit the Eastpointe City Clerk's Office. The auctioneer's place of residence and place of business is required in the application process. Also required:

- **Current Cost: \$72.00**
- Surety Bond: \$3,000 (conditioned for observance of city ordinances)
- Deposit of \$1,000 to the City Treasurer (this deposit will be held until the payment of all City taxes owing)

## POSTING REQUIREMENTS

An identification card will be issued by the Clerk's Office stating the date and time the auction is to be held. A photocopy of this card shall be posted in a conspicuous place so that it can be readily seen. Also posted with the above photocopy, for public inspection, a copy of Article II, Section 32, Auctioneers.

## BICYCLE LICENSE

Bicycle licenses are issued in four-year cycles. A license may be purchased at any time and the cost is pro-rated according to the years remaining in the cycle. Any other questions pertaining to bicycle licenses, please contact the Clerk's Office.

## APPLICATION & COST

Application for a bicycle license can be made at the Eastpointe City Hall, Clerk's Office. The following information will be required:

- Name, address and telephone number of owner
- Bicycle make, color, size, serial number and whether male or female model



### Fee for Bicycle License

|        |        |
|--------|--------|
| 4 Year | \$3.00 |
| 3 Year | \$2.25 |
| 2 Year | \$1.50 |
| 1 Year | \$0.75 |

## GOING OUT OF BUSINESS SALE

The City of Eastpointe requires a Going Out of Business Sale license. A "going out of business sale" means any sale described as such or described as "closing out sale," "liquidation sale," "lost our lease sale" or "forced to vacate sale," held in such a manner as to indicate that upon disposal of the goods

the business will cease at the location where the sale is conducted.

Article V, Section 32-118 of the “Codified Ordinances of the City of Eastpointe” provides specific information. This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## APPLICATION & COST



Click here for the Going Out Of Business Sale License Application

**The current license fee is \$52.00** and is valid for 30 days from the start of the sale. The license applies only to location specified and may not be transferred or assigned. The license may be renewed not more than twice for a period not to exceed 30 days for each renewal. The application meets all provisions required of M.C.L.A. 442.211, Regulation of Certain Sales.

Any additional questions, contact the Clerk’s Office 586-445-3661 x2202.

## HANDBILL DISTRIBUTOR

The City of Eastpointe requires all persons distributing any handbill, circular or other advertising matter to be licensed. A handbill may only be attached to the outside door or screen knob during daylight hours. No distribution shall take place on Sundays or legal holidays. Materials shall not be left at any home that has requested not to do so, or if there is any sign stating “No Trespassing”, “No Peddlers or Agents”, “No Advertisements” or any similar notice indicating in any manner that they do not desire to have any such handbill left on their premises.

Article IV, Section 30-103 of the “Codified Ordinances of the City of Eastpointe” provides specific information. This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.



## APPLICATION & COST

Click here for Handbill Application

**The fee is currently \$52.00.** A copy of the materials being distributed must accompany the application. A Handbill License is good from the day issued through June 30<sup>th</sup>. This license must be renewed each year.

Any newspaper, magazine, or political material is exempt from this requirement.

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## ICE CREAM VENDOR

The City of Eastpointe requires all persons selling ice cream from a vehicle obtain an ice cream vendor license. *Pushcarts and bicycles are prohibited.* Sales are allowed between the hours of 9:00 a.m. to 9:00 p.m. Sales are not allowed on Kelly Road, Gratiot Avenue, Eight Mile Road, Nine Mile Road or Ten Mile Road. Sales are not allowed within 500 feet of any school entrance between 9:00 a.m. and 5:00 p.m., when school is in session. Parking on school property or public park property is allowed where proper permission is granted.

Article V, Section 30-142 of the “Codified Ordinances of the City of Eastpointe” provides specific information on all requirements especially lighting, required signage, and noise (music/bell). This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## APPLICATION & COST

Click here for the Ice Cream Vendor Application.

- **The current cost of a license for first vehicle & driver is \$36.00.** (To be paid at City Hall)
  - **Each additional driver is \$20.00.**
- **The current cost of the Police Department Safety Inspection (and re-inspection) is \$35.00** (per vehicle – To be paid at Police Department).

**The following requirements must be met before a license will be issued:**

- ✓ Each/every operator of any ice cream vending vehicle must be licensed.
- ✓ Must be at least 18 years of age.
- ✓ Must submit on Police Department forms certificate of good character from two reputable residents.
- ✓ Must submit on Police Department forms statement with various information including prior convictions.
- ✓ Each/every ice cream vending vehicle pass an annual safety inspection:
  - ✓ Brakes
  - ✓ Frame and suspension system
  - ✓ Fuel and exhaust systems
  - ✓ Steering



- ✓ Transmission
- ✓ Engine
- ✓ Wheels, rims and tires
- ✓ Windshield washers, wipers and defroster
- ✓ Headlights, tail lights, brake lights and clearance and marker lamps
- ✓ Horn

## POSTING REQUIREMENTS

Each ice cream vending vehicle will be issued a sticker that must be placed on the drivers left lower windshield. Each and every operator must carry their license with photograph issued to them while operating an ice cream vehicle. The Eastpointe Police Department, for the safety of our children, will enforce these requirements.

Any additional questions, contact the Clerk's Office 586-445-3661 x2202.

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## MASSAGE BUSINESS

A license is required for any business conducting massage. Any salon that offers massage is required to have this license in addition to their General Business License. A completed application must be submitted to the Clerk's Office for approval. Some requirements of the application & ordinance include:

- Type of massage(s) to be offered
- Annual list of names & address of all massage therapists and employees in the business
- Name & address of the manager of the business
- Two recent photographs of owner
- Past massage experience/business history
- Fingerprints & Investigation by the Police Department

The application and information shall be submitted to the City Council to appear on the agenda, and the Council shall determine whether or not a license shall be issued based on the review and reports from the City Clerk's Office, Police Department, and Building Department.

Any person who operates a massage business or practices or provides a massage shall at all times keep an appointment book that shall include the name, age, and address of each patron along with the time, date and place of service provided. This appointment book shall be available at all times for inspection by the Police Chief, and shall be kept on file for one year from the date of the last entry.

No person shall open or operate in the City, any massage therapy business between 9:00 p.m. and 7:00 a.m.

## APPLICATION & COST

**[Click here for the Massage Business Application & complete Ordinance Article VI Section 12-154](#)**

**Current cost of Massage Business License is \$310.00 – non-refundable**

License expires June 30 of each year. Renewal of this license is \$155.00

Any additional questions, contact the Clerk's Office 586-445-3661 x2202.

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## MASSAGE THERAPIST

No person shall practice massage as a masseur, employee, or instructor without first obtaining a valid massage therapist license from the State of Michigan.

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## MECHANICAL AMUSEMENT & COIN OPERATED DEVICES

A license is required for each machine that is considered a mechanical amusement or coin-operated device. Sticker licenses, furnished by the Clerk's office, shall be displayed on each licensed device.



- Examples of a *mechanical amusement device* would be: skill ball, dart board, mechanical grab machines, television display devices and all games machines operated by mechanical or electrical means.

- *Coin-operated device* means any machine or instrument which may be operated or set in motion upon the insertion of a coin, token, card, etc. and would include vending machines for pop, foods, candy, cigarettes, gum, juke boxes, pool tables and similar items. Pay telephones, newspaper vending devices, ATM, and stamp machines are exempt.

## APPLICATION & COST

**Click here for an application**



### **Fees:**

- Each mechanical electronic amusement device---\$31.00
- Each coin-operated children's amusement device---\$15.00
- Each coin-operated pool table---\$15.00
- Each (all other) coin-operated vending devices---\$10.00

**These fees are in addition to General Business License Fees.**

An establishment containing four or more mechanical amusement devices would be considered an “Arcade” and subject to additional regulations.

The use of any amusement device or coin-operated machine for gambling of any kind is strictly prohibited.

Article IX, Section 12-268 of the “Codified Ordinances of the City of Eastpointe” provides specific information on all rules and regulations. This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## PEDDLER/VENDOR LICENSE

The City of Eastpointe requires any person going “door-to-door” selling goods or taking orders for delivery in the future “door to door” be licensed. A food item would also require a food handler card obtained from the Macomb County Health Department prior to a license being issued.



Article II, Section 30-19 of the “Codified Ordinances of the City of Eastpointe” provides specific rules and regulations that must be followed. This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## APPLICATION & COST

**Click here for a Peddler/Vendor License Application**

The following is required:

- Completed application for each person (includes list or general description of goods to be sold)
- Two recent photographs of each applicant



- Fingerprints of each applicant
- Signed hold-harmless agreement for each applicant (form included with application)
- You must provide with application, Certificate of Insurance naming the City of Eastpointe as "additional insured"

**Current Fees**

**3 Day License - \$ 52.00**

**90 Day License - \$155.00**

**License fee covers the company + first 10 employees, additional employees over 10 are \$5.00 each**

Any additional questions, contact the Clerk’s Office 586-445-3661 x2202.

## PRECIOUS METAL & GEM DEALER



The Precious Metal and Gem Dealer Act 95 of 1981, 445.483 Sec. 3 (1) states that a dealer shall not conduct business in a local governmental unit in this state unless the dealer has obtained a valid certificate of registration from that local governmental unit or police agency. The City of Eastpointe Clerk’s Office & Police Department have specific licensing guidelines that need to be met for this type of business in the city.

## APPLICATION & COST

**Click here for a Precious Metal & Gem Dealer License Application**

The following is required:

- Completed application
- Fingerprints
- Police Department Interview

**Current Fees**

**Precious Metal & Gem Dealer - \$50.00**

**Precious Metal & Gem Dealer (\$50.00) AND General Business License (\$31.00)- \$81.00**

Any additional questions, contact the Clerk’s Office 586-445-3661 x2202.



## SNOW REMOVAL LICENSE

The City of Eastpointe requires that any person who for hire operates any snow removal equipment of a scraper or plow-type operated by a motor-driven vehicle obtain an annual permit. Snow removal permits expire on September 30 of each

year and are not transferable during the permit time. Operators of snow removal equipment should not deposit snow onto any public right of way or allow snow to accumulate in such a manner as to obstruct the view of drivers or pedestrians. The Department of Public Works and Service and the Police Department will enforce these regulations.

Article V, Section 38-130 of the “Codified Ordinances of the City of Eastpointe” provides specific information on snow removal regulations. This ordinance can be reviewed at the Eastpointe Clerk’s Office, in the Library, online at <http://cityofeastpointe.net>, or a copy may be obtained for the cost of current copy fees.

## APPLICATION & COST

**Click here for Snow Removal Application**

**The current cost for a permit is \$15.00 per vehicle.** Each vehicle licensed will be issued a sticker license that must be placed on the drivers left lower windshield.

Any additional questions, contact the Clerk’s Office 586-445-3661 x2202.

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## TATTOO BUSINESS

A license is required for any business practicing the art of tattoos. A completed application must be submitted to the Clerk’s Office for approval. Some requirements of the application & ordinance include:

- Annual list of names & address of all employees in the business
- Name & address of the manager of the business
- Two recent photographs of owner
- Past tattoo experience/business history
- Fingerprints & Investigation by the Police Department
- Certificate of Membership of Alliance of Professional Tattooists, or Certificate showing successful training in Blood-borne Pathogens

The application and information shall be submitted to the City Council to appear on the agenda, and the Council shall determine whether or not a license shall be issued based on the review and reports from the City Clerk’s Office, Police Department, and Building Department.

Any person who operates a massage business or practices or provides a tattoo shall at all times keep an appointment book that shall include the name, age, and address of each patron along with the time, date and place of service provided. This appointment book shall be available at all times for inspection by the Police Chief, and shall be kept on file for one year from the date of the last entry.

No person shall open or operate in the City, any tattoo business between 12:00 midnight and 7:00 a.m. the following day.

# APPLICATION & COST

**Click here for the Tattoo Business Application & complete Ordinance Article VII – Section 12-196**

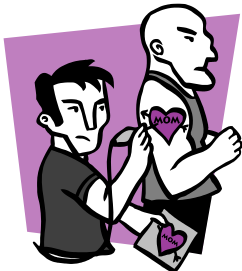
**Current cost of Tattoo Business License is \$310.00 – non-refundable**

(Note: Currently there are no separate licenses required for piercings)

License expires June 30 of each year. Renewal of this license is \$155.00

Any additional questions, contact the Clerk's Office 586-445-3661 x2202.

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## TATTOOIST LICENSE

No person shall practice tattooing as a tattooist, employee, or instructor without first obtaining a valid tattooist's license from the City of Eastpointe. A completed application must be submitted to the Clerk's Office for approval. Some requirements of the application & ordinance include:

- Business where tattoo services are to be practiced
- Personal information: name, address, phone, height, weight, hair & eye color, sex, date of birth
- Two recent photographs of applicant
- Two previous addresses immediately prior to the present home address
- Past tattooist experience
- Fingerprints & Investigation by the Police Department
- Annual health certificate (attached to application)
- Certificate of Membership of Alliance of Professional Tattooists, or Certificate showing successful training in Blood-borne Pathogens

The application and information shall be submitted to the City Council to appear on the agenda and the Council shall determine whether or not a license shall be issued based on the review and reports from the City Clerk's Office and Police Department.

## APPLICATION & COST

**Click here for the Tattooist License & complete Ordinance Article VII – Section 12-196**

**Current cost of Tattooist License is \$155.00 – non-refundable**

(Note: Currently there are no separate licenses required for piercings)

License expires June 30 of each year. Renewal of this license is \$31.00