



Series 300 Support Services	Effective Date 09/16/2014	Review Date Annually	Directive Number 302.3
Chapter 302 – Community Involvement			
Reviewing Office Public Vehicle, Gun License, Liquor License			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>Italics</i></small>
References			

LICENSES AND PERMITS

302.3-1 PURPOSE

The purpose of this policy is to provide members with written guidelines and procedures for servicing citizens who wish to obtain various licenses within the city of Detroit.

302.3-2 POLICY

Citizens desiring to obtain bicycle licenses, special dance and teenage dance permits, public vehicle licenses, parking lot attendant licenses, sexual-oriented business employee licenses and street closing permits shall be referred to the appropriate unit within the Detroit Police Department (DPD). Inquiries concerning the acquisition of dog licenses may be referred to the Animal Control Center or the Detroit Community Access Centers (formerly Neighborhood City Hall). Citizens desiring to obtain any other city license shall be referred to the City of Detroit Buildings, Safety Engineering & Environmental Department, Business License Center located at 2 Woodward Avenue, Room 105, Coleman A. Young Municipal Center.

302.3-3 Investigation, Recommendation and Enforcement

Although the City of Detroit, Business License Center will assume the responsibility for the investigation and issuance of general city licenses, certain licenses and permits will only be issued upon a favorable recommendation from the Detroit Police Department.

In accordance with the provisions of the City Code, the Business License Center will refer such applications for city licenses to the appropriate unit of the police department. The commanding officer of the concerned unit shall ensure that an investigation into the background and qualifications of the applicant is conducted. This investigation will determine the suitability of the applicant to conduct the licensed activity for which they have applied. Upon completion of the investigation, the commanding officer shall affix recommendations for approval or denial and return the application accompanied by a summary of the information obtained to the Business License Center.

Any member who observes or is otherwise aware of conditions, which they believe to be in violation of laws or ordinances regulating the operation of any licensee or establishment, shall notify the concerned precinct or section and be guided by their instructions.

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302.3-4 Denial, Suspension and Revocation of City Licenses

302.3 - 4. 1 General

A license may be denied, revoked, or suspended upon proof, submitted to the Business License Center of any of the following acts committed by an applicant or licensee (Section 31-1-4 of the Detroit City Code):

1. Violation of any state statute or any ordinance of the city, regulating or controlling the operation of an establishment, trade, business, or occupation engaging in an illegal, unfair, dishonest, deceitful or fraudulent business practice;
2. Engaging in the same or a similar trade, business, or occupation for which a license is required without first having obtained such license or engaging in the same or similar trade, business or occupation during any period of suspension or after revocation;
3. Allowing another person to use one's license without first having obtained the necessary approval;
4. Making any false, misleading, or fraudulent statement of fact in the license application or in any document required by the city in conjunction with such application;
5. The establishment, trade, business, or occupation for which an application for license is pending or for which a license has been issued, constitutes a public nuisance or creates traffic or parking problems, which adversely affect the rights of the neighboring community to the peaceful enjoyment and use of their property;
6. Is used for or admits persons who use the establishment, trade, business, or occupation as their base of operations for gambling or prostitution, the illegal sale or use of narcotics, the dissemination of pornographic material, or the presentation of pornographic performances, with the knowledge of the applicant or licensee; and
7. The establishment, trade, business, or occupation seeking to be licensed constitutes a hazard or threat to the peace, health, safety, or welfare of the citizens of Detroit.

Whenever it becomes necessary to request the revocation of a city license, the commanding officer of the concerned precinct shall make a full report on an Inter-Office Memorandum (DPD 568), which shall be forwarded to the concerned deputy chief. The deputy chief shall affix his/her approval and/or recommendation and forward the report to the Office of the Assistant Chief, Enforcement Operations. All further proceedings of application for revocation of any city license shall be cleared through the Business License Center.

302.3 - 4. 2 Denial of Application for License

The Business License Center will deny applications for licenses by giving written notice to the applicant setting forth the reasons for such denial. Any applicant aggrieved by the denial of a license shall be entitled to a hearing before the director of the Business License Center or their designee.

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302.3 - 4.3 Request for Hearing

Application for such hearing shall be addressed to the director of the Business License Center in writing, and must be made within thirty (30) days of the mailing of the notice of denial. The hearing will be scheduled at the earliest possible date, but not later than thirty (30) days from the request for a hearing. The director of the City of Detroit Buildings, Safety Engineering & Environmental Department shall notify the applicant and interested city departments of the hearing at least seven (7) days prior to the hearing. The hearing may be adjourned only by stipulation of the parties or upon cause shown by order of the director.

302.3-5 Renewal of Licenses

The Business License Center will send a list of all licenses that require renewal to interested city departments four (4) months prior to the expiration date of the licenses. Unless the interested city departments notify the Business License Center of an existing violation at least fifteen (15) days prior to the expiration of the licenses, the licenses will be renewed.

302.3-6 Street Closing Permits

302.3 - 6.1 Special Events

Citizens requesting applications for special events (i.e., walkathons, parades, political events, etc.), which require a street closing permit shall be directed to the City of Detroit Clerk's Office located at 2 Woodward Ave., Room 200, Coleman A. Young Municipal Center. The application must be completed and returned to the City of Detroit Clerk's Office at least sixty (60) days prior to the event. If submitted later than sixty (60) days prior, the application is subject to denial.

302.3 - 6.2 Block Parties

A Block Party is a party that requires closure of one (1) block or a portion of a street for a single day. Applications are specific to Block Club parties **ONLY**, and may be obtained from any Detroit Community Access Center (formerly Neighborhood City Hall) or DPD precinct. The Block Party applicant must be a Block Club or Condo/Apartment Association registered through the Community Access Centers. Approvals are determined by the precinct in which the event will occur. The police department will grant approval only for a specific number of hours on a single day.

Application for Block Party

Upon the request for a Block Party application, members shall refer to the City of Detroit Block Party Application and Guidelines, which can be found on the DPD Intranet – Forms page. On the Forms page, the member can locate all of the necessary paperwork and guidelines as it pertains to Block Club parties.

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Application Guidelines

The following procedure shall apply:

1. Applicant must be the President/Chair of the Block Club or Condo/Apartment Association and reside on the block;
2. Applicant accepts responsibility for the activities to be conducted throughout the term of this permit, and agrees to clear the area of any debris at the conclusion of the activities;
3. All applications must be submitted to local the concerned precinct no less than thirty (30) business days prior to the proposed block party date;
4. All applications must be legible and complete for consideration and processing. If the application is illegible or incomplete, it will be returned and the application process will be delayed;
5. A copy of the approved permit application must be onsite during the block party; a Detroit Police officer may request to see a copy onsite;
6. In order for the street to be closed, 75% approval of the households residing on the block involved is required, (including 75% of an apartment/condo complex);
7. Each adult signing the petition must reside on the participating block. Limit one (1) adult signature per household;
8. Parties are permitted between 10 a.m. and 9 p.m. All amplified music must cease thirty (30) minutes prior to closing; and
9. Photocopies of the application will not be accepted.

Approval Guidelines and Restrictions

Precinct captains will approve requests provided:

1. The activity is properly supervised;
2. No admission is charged;
3. If the petitioner desires to sell refreshments, whether on public or private property, the petitioner must obtain approval from the Board of Health;
4. The applicant must follow the instructions given by the Board of Health relating to food handling practices and food service;
5. Loud speakers are not to be used on public streets, only at the specified location for dance music;
6. Pedestrian and vehicular travel will not be unduly impeded; and
7. All laws and ordinances are observed.

Members are to be mindful of the following restrictions:

1. Alcoholic beverages are not allowed on public streets;
2. Tents or inflatables (bouncers) are not allowed on public streets;
3. Vendor or food & beverage sales are not allowed on public streets;
4. Applicants will only be allowed to request ONE (1) BLOCK at a time;
5. Block Parties are only allowed on residential streets; and

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6. Block Parties are not allowed on Wayne County roads. If an applicant is interested in hosting an event on a Wayne County road, a Special Events application must be submitted (fees are applicable).

Before granting approval, precinct captains shall take into consideration opinions of other city departments, i.e., Fire Department (when fire routes are involved), Department of Transportation (when bus routes are involved), Department of Health (when refreshments are involved), etc.

Precinct members shall take the necessary action when any violation of laws and ordinances are observed or brought to their attention (i.e., issuing of miscellaneous ordinances).

Request for Barricades

The following procedure shall apply:

1. The block party applicant shall complete and sign a Barricade Request Information Sheet. The Barricade Request Information Sheet can be obtained on the DPD Intranet – Forms page;
2. A refundable security deposit (made out to the City of Detroit) must be submitted upon retrieval of four (4) barricades from the concerned precinct;
3. The applicant accepts responsibility for transport, placement, and removal of barricades and agrees to protect them from damage and vandalism;
4. Barricades must be picked up one (1) day prior to the day of the Block Party from the concerned precinct and they must be returned before the end of next business day (Monday-Friday);
5. Barricades will not be dropped off at the location of the block party;
6. Barricades should be placed in the parkway at the end of the street. No motor vehicles or other objects can be used in lieu of barricades; and
7. If barricades are not returned in the same condition or not returned to the precinct, the security deposit will not be refunded to the applicant.

If approved, barricades are not guaranteed; barricades are available on a first-come, first-serve basis.

302.3-7 Sexual-Oriented Business Employee License

302.3- 7.1 General

Every person desiring to obtain or renew a Sexual-Oriented Business Employee License shall be referred to Public Vehicle, Vice Enforcement.

Vice Enforcement shall conduct a background investigation to determine the applicant's eligibility and shall issue or renew such employee license upon satisfactory proof that the applicant meets all requirements of the pertinent city ordinance.

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302.3-8 Parking Lots

302.3 - 8.1 Parking Lot Licenses

The City of Detroit Buildings, Safety Engineering & Environmental Department, Business License Center will assume responsibility for the investigation and issuance of applications for parking lot licenses.

302.3 - 8.2 Parking Lot Attendant Licenses

Public Vehicle shall approve applications for parking lot attendant licenses upon satisfactory traffic and felony clearances of the applicant. Precinct members shall take the necessary action when violations are observed or brought to their attention (i.e., issuing of miscellaneous ordinances).

302.3-9 Bicycle Licenses

302.3 - 9.1 General

Bicycle licenses shall be issued by the officer-in-charge of any precinct desk. Licenses are required by city of Detroit ordinance and may be purchased for one (1) dollar. Each license is valid for five (5) years commencing January 1 of the calendar year in which the license is issued and expires December 31 of the fifth year.

302.3 - 9.2 Issuance of Bicycle Licenses

The following procedures shall apply:

1. A citizen registering a bicycle is required to show satisfactory proof of ownership for the bicycle. If the citizen does not have proof of ownership, the issuing officer shall require that the citizen sign an Ownership Affidavit (DPD 312A), which shall also be signed by the issuing officer as a witness;
2. Bicycle license stickers shall be issued in consecutive numerical order;
3. The number on the license sticker must correspond with the number on the Bicycle License Registration Form (DPD 312);
4. When preparing the bicycle license, the issuing officer shall be responsible for completing the bicycle license registration in its entirety;
5. The issuing officer shall personally verify the bicycle serial number before entering it on the license registration;
6. The issuing officer shall attach the license sticker on the saddle post at a point between six (6) inches and nine (9) inches below the seat, in such position so as not to cover the frame serial number of the bicycle;
7. The officer shall make an entry on the Bicycle License Issuance Log for each license issued;
8. The original (white) copy of the corresponding bicycle license registration shall be given to the licensee and the remaining copies shall be distributed as follows:
 - Yellow copy – Fiscal Operations;
 - Pink copy – Cashier’s Window;
 - Green copy – Issuing Command; and
9. The precinct Community Relations office shall be responsible for license transfers, and work in conjunction with Criminal Investigations Unit in the processing of investigatory complaints.

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The licensing procedures for used bicycles are essentially the same as outlined above. However, the new owner shall present the old bicycle license registration, if available, attached to the new bicycle license registration form.

302.3 - 9.3 Lost or Voided License Stickers

When a license sticker is lost, destroyed or otherwise must be replaced, it will be necessary to issue a new license in the usual manner for the normal fee.

To void a bicycle license, the member shall write the word "VOID" on all copies of the Bicycle License Registration Form and in the remarks column of the Bicycle License Issuance Log.

If a license sticker or Bicycle License Registration Form is voided in connection with the issuance of a license, all copies of the Bicycle License Registration Form, and the license sticker shall be forwarded to the concerned precinct Community Relations office. The Community Relations officer shall maintain all voided bicycle license registrations and stickers for submission to Fiscal Operations along with the Bicycle License Issuance Log.

302.3 - 9.4 Fees Collected for Bicycle Licenses

The following procedure shall apply for the collection of bicycle license fees:

1. When an officer collects the one (1) dollar fee for a bicycle license, he/she shall record the amount paid on the Bicycle License Registration Form;
2. If a citizen pays the bicycle license fee at the Fiscal Operations cashier, he or she will receive a cash register receipt indicating the paid service and the amount paid. The citizen shall then proceed to a precinct to receive a bicycle license;
3. The officer receiving a cash register receipt showing payment for a bicycle license shall follow the above procedure for issuing the bicycle license;
4. The officer shall record the cash register receipt number on the Bicycle License Registration Form and attach the cash register receipt to the (green) copy of the form;
5. The officer shall submit the fee collected and the copies of the Bicycle License Registration Form to the Community Relations office;
6. The Community Relations officer shall submit all fees collected for bicycle licenses and the (pink) copies of the Bicycle License Registrations to the Fiscal Operations cashier by the last Monday of each month; and
7. The (yellow) copies of the Bicycle License Registration Form shall be forwarded to Fiscal Operations along with the Bicycle License Issuance Log.

302.3 - 9.5 Bicycle License Issuance Log

The Bicycle License Issuance Log shall be submitted to Fiscal Operations within five (5) days from the date the last bicycle license is issued. Fiscal Operations will not issue any

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new bicycle licenses unless the Bicycle License Issuance Log, copies of issued licenses, and any voided licenses are submitted.

302.3-10 Michigan Vehicle License Plates and Certificates of Registration

All motor vehicles and trailers used on Michigan roads must be registered and display valid license plates. The operator is required to possess a valid certificate of registration, with the following exceptions:

1. Any motor vehicle or trailer being moved or driven while displaying a valid manufacturer's, dealer's, transporter's, or U.S. Government license plate (motorcycles may display a manufacturer's, dealer's, or transporter's license plate);
2. Any motor vehicle or trailer which is being driven or moved across a highway from one property to another (with a signed title, valid insurance, and a valid operator's license);
3. Any special equipment, for which the Secretary of State shall issue a special registration;
4. Any vehicle or trailer moved or driven upon the highway for purposes of obtaining a weight receipt from a weigh master (with a valid bill of sale); or
5. Any vehicle wrecked, disabled, or destined for repair and being drawn upon a highway by a wrecker or registered motor vehicle.

302.3 - 10.1 Manufacturer's License Plates

Manufacturer's license plates permit the operation or movement of vehicles owned by the manufacturer for the purpose of testing or transporting.

302.3 - 10.2 Dealer's License Plates

Dealer's license plates permit the operation of new or used vehicles belonging to dealers for the purpose of demonstrating the vehicles. Following purchase of a vehicle from a dealer, the vehicle may be operated with the dealer's license plate for a period not to exceed seventy-two (72) hours. However, the operator shall possess a dated proof of purchase.

302.3 - 10.3 Temporary License Plate

A temporary license plate permits the operation of a newly purchased vehicle for a period not to exceed fifteen (15) days, unless the vehicle owner is awaiting a personalized license plate. Should the receipt of a personalized plate exceed fifteen (15) days, the registered owner may obtain another temporary license plate permit from the Secretary of State.

302.3 - 10.4 Registering Out of State Vehicles

In order for vehicles registered in other states to be registered in the state of Michigan, it is necessary for the owner to receive a vehicle inspection from a local police agency.

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The vehicle must be inspected to determine that the identification numbers stamped on the vehicle when manufactured are identical to those on the registration documents presented for registration in Michigan.

302.3 - 10.5 Vehicle Physical Inspection Form (TR-54)

The following procedures shall apply:

1. The Secretary of State provides a Vehicle Physical Inspection Form (TR-54) for the purpose of a vehicle inspection. When signed by a police officer, the form fulfills the requirement needed to title a vehicle not presently registered in this state;
2. Extreme care shall be exercised in the identification of vehicles, as errors or improper inspections can result in stolen vehicles being subsequently titled;
3. Only those officers who have received the necessary training in identifying vehicles shall be designated by the officer-in-charge of his/her command to conduct the vehicle inspection and complete the Vehicle Physical Inspection Form (TR-54);
4. These inspections, except when extenuating circumstances dictate otherwise, shall be conducted on platoon two (2);
5. Officers inspecting vehicles shall have access to one (1) of the two (2) reference manuals provided by the National Auto Theft Bureau, which shall be issued to each precinct;
6. In cases where the inspecting officer is not fully satisfied that his or her inspection has identified a vehicle or where the vehicle becomes suspect, Commercial Auto Theft shall be contacted to assist in the identification and shall assume authority for final determination or disposition of the vehicle; and
7. The Vehicle Physical Inspection Form (TR-54) shall be made in duplicate. The original shall be given to the citizen requesting the inspection and the copy shall be forwarded to Commercial Auto Theft.

302.3-11 Michigan Liquor Control Commission Licenses

302.3 - 11.1 Liquor Licenses

Liquor licenses are necessary for the legal sale of beer, wine, and alcoholic beverages in the operation of any business described by the Michigan Liquor Control Commission (MLCC) as Class C, tavern or club; Class A or B, hotel; Specially Designated Merchant (SDM); Specially Designated Distributor (SDD); Wholesale; or Watercraft liquor sales.

302.3 - 11.2 Application for Liquor Licenses

1. All applications for liquor licenses shall be investigated and processed by Liquor License.
2. All investigated applications shall be reviewed by the commanding officer of Vice Enforcement.
3. Form L.C. 1802 (Rev. 8/00), which is utilized in all liquor license applications, except special license applications, shall be distributed as follows: original to the Michigan Liquor Control Commission and one (1) copy to Liquor License.

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302.3 - 11.3 Special License for Beer, Wine and Spirits

1. If beer and wine or spirits are to be consumed, application for a special license for the sale of beer and/or wine or spirits for consumption on the premises only is required.
2. A special liquor license is defined as a contract between the Michigan Liquor Control Commission and a special licensee, authorizing the sale of beer and/or wine or beer, wine, and spirits.
3. Only non-profit religious, fraternal, civic, or patriotic organizations may apply for a special license. All profits derived from the sale of beer, wine, and spirits must go to the licensed organization and not to any individual.
4. A special license may be used only on the premises for which it was issued and only during the time specified on the license.
5. Not more than twelve (12) such licenses shall be granted to any organization, including any auxiliary thereof, in any one (1) calendar year.

Owners/operators of dance halls shall not be approved for a special license to sell alcoholic beverages.

302.3 - 11.4 Application for Special Licenses

The following procedures shall apply:

1. All special license applications utilizing forms L.C. 510 (Rev. 4/11), L.C. 687 (Rev. 4/11), L.C. 1112 (Rev. 4/11) and L.C. 1636, shall be investigated and processed by Liquor License;
2. All investigated applications shall be reviewed by the commanding officer of Vice Enforcement. Upon approval, Liquor License shall make written notification of all special licenses to the concerned precinct; and
3. The applicant shall present the approved application to the Michigan Liquor Control Commission (MLCC) at least ten (10) days prior to the date the license is to be issued;

The commanding officer of Liquor License shall ensure that a monthly report listing all approvals and denials of special licenses is prepared and forwarded to the Chief of Police.

302.3-12 Permit and/or License for Explosives

In compliance with Section 1-16-16 of the Detroit City Code, any person wishing to possess, handle, store, control, use, sale, purchase, transfer, transport, or any other disposition of high order explosives shall be required to obtain a permit and/or license for such activity.

All inquiries with reference to licensing and permit requirements, and all persons or firms desiring to obtain a permit or license shall be referred to the Detroit Fire Department, Fire Marshal Division located at 1301 Third Street, 3rd Floor, Suite 330. The Fire Marshal Division will process all applications for a permit and/or license for explosives.

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302.3-13 License to Carry a Pistol

Pursuant to MCL 28.425b, concealed pistols applications are provided during normal business hours by the county sheriffs, local police agencies and county clerks. Any resident of Detroit desiring a concealed pistol application kit shall be directed to Gun License, the Wayne County Gun Board located at 2 Woodward Avenue - Room 207, Coleman A. Young Municipal Center, the mich.gov website or Detroit Police Department's Records Unit. Concealed pistol application kits are free of charge to individuals who wish to apply for a concealed pistol license.

Concealed pistol application kits include the following:

1. Written procedure to obtain a concealed pistol license and the application form; and
2. Written procedure to appeal and the appeal process form if denied a concealed pistol license.

Members are to advise the applicant that they shall apply to the concealed weapons licensing board in the county in which that individual resides. Also, the application shall be filed with the county clerk.

302.3 - 13. 1 Purchase/Sale of Firearms

Under state law, any person desiring to purchase a handgun must obtain a license to purchase in the municipality in which the person resides. In Detroit, citizens shall be directed to Gun License to make all such applications.

302.3 - 13. 2 Application Procedures

The following procedure shall apply:

1. License(s) to Purchase a Firearm for all Michigan residents may be obtained at Gun License;
2. There is a notary fee for each license to purchase issued, however, if an individual chooses to have their license to purchase notarized elsewhere, they may do so;
3. A criminal history check will be conducted for each applicant to determine eligibility;
4. If the applicant is eligible he/she will be issued a three (3) part License to Purchase Form that has a state issued (purchase by) date, which becomes void within thirty (30) days;
5. If the weapon is purchased within thirty (30) days then the applicant has an additional ten (10) days (from the purchase date) to return the required forms to Gun License; and
6. Each license to purchase has four (4) perforated sections:
 - a. Seller's copy;
 - b. Purchaser's copy; and
 - c. Michigan State Police copy (returned to Gun License).

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If no purchase is made, the entire form must be returned (intact) to Gun License. The purchaser can be fined up to, but not to exceed \$250.00, for not returning the specified documentation within the required time frame [MCL28.422(5) - Failure to Return License to Purchase].

302.3 - 13. 3 Pellet Type Pistol Air Guns

Pistol type air guns from which a dangerous projectile may be propelled by explosives, gas or air are considered firearms. To purchase these weapons, an individual shall obtain a license to purchase and the usual procedure shall be followed.

302.3 - 13. 4 Authority to Confiscate a Firearm and a Concealed Pistol License

The officer-in-charge of a precinct desk may confiscate the firearm and the concealed pistol license of any person abusing the privilege or anyone who proves by his/her actions that they are not a proper person to be entrusted with a firearm. If a confiscation is made, the officer-in charge of the case shall forward the license with a copy of the CRISNET Report, to the appropriate county holding the license for proper disposition. The firearm will be placed on evidence at the precinct in charge of the case.

302.3-14 Certificate of Registration for Precious Metal and Gem Dealer (DPD 719A)

Citizens desiring to obtain a Certificate of Registration for Precious Metal and Gem Dealer (DPD 719A) as prescribed by the Precious Metal and Gem Dealer Act (Act 95 of 1981) shall be referred to Liquor License.

302.3 - 14. 1 Issuance of the Certificate of Registration for Precious Metal and Gem Dealer

Liquor License shall assume the responsibility for the issuance of a DPD 719A as a dealer of precious items in accordance with the Precious Metal and Gem Dealer Act (Act 95 of 1981).

302.3 - 14. 2 Application for Certificate of Registration (DPD 719)

The member of Liquor License who receives an inquiry regarding this matter shall provide the citizen with an Application for Certificate of Registration Form (DPD 719) and instructions regarding the applicant's responsibilities in obtaining a DPD 719A.

Completed applications shall be reviewed and signed by the member accepting the application. The member accepting the application shall also provide the dealer-applicant with a receipt indicating payment of the \$50.00 annual application fee.

302.3 - 14. 3 Requirements of the Applicant

Applicants for a DPD 719A must meet the following criteria:

1. The dealer-applicant shall obtain a clearance from Identification which indicates that neither the dealer-applicant nor any agent or employee of the dealer-

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- applicant has been convicted of a misdemeanor under Section 535 of the Michigan Penal Code, 1931 PA 328, MCL 750.535 or the Precious Metal and Gem Dealer Act (Act 95 of 1981) within the past year;
2. The dealer-applicant shall obtain a clearance from Identification which indicates that neither the dealer-applicant nor any agent or employee of the dealer-applicant has been convicted of a felony under Section 535 of the Michigan Penal Code, 1931 PA 328, MCL 750.535 or the Precious Metal and Gem Dealer Act (Act 95 of 1981) within the past five (5) years;
 3. The dealer-applicant shall complete the DPD 719 in its entirety;
 4. The dealer-applicant shall also provide the name, address, and thumbprint of all employees or agents of the dealer;
 5. Within twenty-four (24) hours of hiring a new employee, the dealer-licensee must also forward to Liquor License the name, address, and thumbprint of the new employee; and
 6. At the time of submitting the completed application and clearances to Liquor License, the dealer-applicant shall pay a non-refundable fee established by state law by company check or money order payable to the Treasurer, City of Detroit; and shall submit this fee along with the application. No fee waiver shall be granted.

302.3 - 14. 4 Processing the Application

Upon verification of the veracity and completeness of the application, the receipt of the required fee, and the determination that the dealer-applicant has complied with the provisions of the Precious Metal and Gem Dealer Act (Act 95 of 1981), Liquor License shall prepare a DPD 719A, which shall be signed by a supervisor assigned to Liquor License, and be valid for a period of one (1) year from the date of issuance.

302.3 - 14. 5 Denial of Application for Certificate of Registration

A DPD 719 may be denied if the dealer-applicant fails to comply with the provisions of the Precious Metal and Gem Dealer Act (Act 95 of 1981), or if it is determined that the dealer-applicant has made any false, misleading, or fraudulent statement of fact in the application or in any document required in conjunction with such application.

Related Forms:

- Application for Certificate of Registration Form (DPD 719)
- Bicycle License Issuance Log
- Bicycle License Registration (DPD 312)
- Certificate of Registration for Precious Metal and Gem Dealer (DPD 719A)
- Ownership Affidavit (DPD 312A)
- Vehicle Physical Inspection Form (TR-54)