



# Chris Swope

## Lansing City Clerk

### Collection Bin Permit License Application

(City Codified Ordinances – Chapter 1302.01 – 1302.11)  
<http://mi-lansing.civicplus.com/171/Business-Licenses>

**Applicant Checklist:**  
**(Ensure All Items Completed in order to be processed)**

- ( ) Completed, Signed and Notarized Affidavit and Acknowledgment of Property Owner
- ( ) Non-Refundable Fee (Check, Cash or Money Order)
- ( ) Copy of the License and Registration from The State of Michigan under The Michigan Consumer Protection Act and The Charitable Organizations Solicitations Act if Statutorily Required.
- ( ) A photograph of the Collection Bin to be installed.
- ( ) Site Plan indicating the Placement of the Collection Bin, in compliance with the requirements of Section 1302.07.

**ANNUAL NON-REFUNDABLE LICENSE FEE:** \$125.00 application fee  
 \$100.00 Renewal (Must submit at least 30 days prior to expiration)  
 \$25.00 for Sticker Replacement.  
 -- Permit Valid for 1 Year --

<b>Collection Bin Location (Address)</b>	<b>City</b>	<b>State, Zip</b>

<b>Collection Bin Operator (Agent) Name</b>		<b>Operator Phone Number</b>
<b>Operator Address</b>	<b>City</b>	<b>State, Zip</b>
<b>Operator Email</b>	<b>Operator Website</b>	

<b>Property Owner</b>		<b>Owner Phone Number</b>
<b>Owner Address</b>	<b>City</b>	<b>State, Zip</b>
<b>Owner Email Address</b>		

Lansing City Clerk's Office  
 Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695  
 517-483-4131 • 517-377-0068 FAX  
[www.lansingmi.gov/clerk](http://www.lansingmi.gov/clerk) • [city.clerk@lansing.mi.gov](mailto:city.clerk@lansing.mi.gov)

Same as above:

Applicant Name		Applicant Phone Number	
Applicant Address	City	State, Zip	
Applicant Email Address			

Charitable Organization Title: \_\_\_\_\_ EIN# \_\_\_\_\_

**24 Hour Hotline Number: \_\_\_\_\_ TO BE LISTED ON PERMIT FOR PUBLIC USE**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**OFFICAL USE ONLY**

**APPROVALS**

Zoning \_\_\_\_\_ Date \_\_\_\_\_

Public Service \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL USE**

Amount paid: \_\_\_\_\_

Date paid: \_\_\_\_\_

License #: \_\_\_\_\_

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