

# CITY OF DETROIT



## Detroit Business Certification Program (DBCP) Application for Certification

*as*

**Detroit-Based Business  
Detroit Headquartered Business  
Detroit Small Business  
Minority-Owned Business Enterprise  
Women-Owned Business Enterprise**

Administered by the  
City of Detroit  
Human Rights Department  
1026 Coleman A. Young Municipal Building  
Detroit, MI 48226  
(313) 224-4950

Website address: [www.ci.detroit.mi.us/humanrights](http://www.ci.detroit.mi.us/humanrights)

**Dave Bing, Mayor**

**Detroit City Council**



# Detroit Business Certification Program

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## **INTRODUCTION**

Thank you for your interest in becoming certified with the City of Detroit Human Rights Department. *All applicants are required to pay an **annual, non-refundable** program fee to initiate the certification review process. The fee is based on size; Small or Non-Small, and is due in full at the time of application for certification, and annually thereafter. **Payment of the Annual Program Fee does not guarantee certification. To receive a certificate, the applicant must meet all requirements of the program as related to the certification type being sought.***

Once you have completed the application and submitted it along with the annual program fee and all required documentation, the following steps will be completed by the Human Rights Department:

1. Applicant will receive a receipt for the paid Annual Program Fee.
2. The department will review the application and contact applicant with any questions.
3. A site visit will be performed by the department's Contract Compliance Officer for DBB, DHB and DSB certifications.
4. A telephone interview will be performed by a department's Contract Compliance Office for MBE and WBE Enterprise certifications.
5. If applicant meets the qualifications, the appropriate certificate(s) will be issued.

**Note:** To ensure the most timely processing of your application, please follow the instructions in the applicable sections of this application.

**Incomplete applications may be returned to applicant.**

We cannot guarantee that an application review will be completed in time for a bid submission. Your completed application should be mailed to the following address:

**City of Detroit  
Human Rights Department  
Coleman A. Young Municipal Building  
2 Woodward Avenue, Suite 1026  
Detroit, MI 48226**

For information regarding the services of the Human Rights Department please call us at (313) 224-4950 or visit our website address: [www.ci.detroit.mi.us/humanrights](http://www.ci.detroit.mi.us/humanrights).

## **Commonly Asked Questions**

### **1. Why should I participate in the Detroit Business Certification Program?**

The Detroit Business Certification program is an important component of the economic revitalization of Detroit. It is the policy of the administration to encourage and increase the utilization of local business doing business in the City and to offer benefits that:

- Promote utilization of Detroit Headquartered, and Small businesses in the City's contracting process.
- Offer eligibility for equalization credits and competitive advantage for bidding (Detroit based firms).
- Promote awareness within the Detroit business community regarding opportunities for utilization of local goods and services.
- Provide assistance with monitoring and administrative processes to comply with Executive Orders and assist with skill trade training and apprenticeships.
- Extend personal invitations to community outreach and workshops.
- Enhance opportunities to network and partner with other certified businesses.
- Promote business through increased visibility of company's brand, business type (s) and contact information that is made available in the City's Certified Business Register. The Register is available on the City's website, published quarterly and forwarded to contractors upon request.

### **2. When can I submit my application?**

Business applicants applying for any certification type should submit their application upon completion of a minimum of 12 months of business operation.

- Detroit Based Business (DBB), Detroit Headquartered (DHB) and Detroit Small Business (DSB) applicants must have operated from a Detroit-based location, and paid all income and personal property taxes due for not less than one (1) taxable year immediately prior to submitting an application.

### **3. How long after application submittal is a determination made?**

On average, the certification process takes **30 – 45 days**.

- Application processing time may vary depending upon the number of certifications requested per applicant, and the legal/financial complexity of the business being reviewed.

### **4. Can I do anything to avoid unnecessary delays in processing my application?**

- Verify that the information you are submitting is accurate. If you have questions pertaining to the application, please contact the HRD help line at (313) 224-4950.
- Timeliness in responding to an HRD Contract Compliance Officer's request for information is crucial to avoid unnecessary delays in processing your application.

**Please Note:** Inaccurate, illegible, or missing information (i.e. signatures, dates, required documents, tax clearances, etc.) in the application and/or supporting documentation will delay processing time.

### **5. What do I receive once my business is certified?**

An official certification is mailed to successful applicants.

**6. What happens if my business is found unqualified for one certification type and I applied for several?**

You may be required to submit additional information to meet certification requirements.

- You may apply for Detroit Based Business, Detroit Small Business and Detroit Headquartered Business certification. If you do not meet the requirements of Detroit Headquartered Business, and meet the requirements for Detroit Based Business (DBB) or Detroit Small Business (DSB), a certification will be issued for the approved certification type.
- If you also applied for Minority-Owned Business and /or Woman-Owned Business and meet the requirements, the certifications will be issued independent of a “Detroit-Based” status.

**7. Is there a cost associated with the Detroit Business Certification Program?**

Yes, there is an annual non-refundable fee:

- Small Businesses: \$600
- Non-Small Business: \$2,500

**8. Where can I pick up a Certification/Re-Certification Application?**

Certification/Re-Certification Applications are available at:

Human Rights Department: Coleman A. Young Municipal Center, Suite 1026  
(313) 224-4950 or visit [www.ci.detroit.mi.us/humanrights.gov](http://www.ci.detroit.mi.us/humanrights.gov)

City of Detroit Neighborhood City Hall (NCH): (313) 224-3450, or visit  
[www.ci.detroit.mi.us/neighborhoodcityhalls.gov](http://www.ci.detroit.mi.us/neighborhoodcityhalls.gov) for your nearest NCH.

**9. What is an Equal Employment Opportunity Vendor Clearance (EEOVC)?**

The Human Rights Department has the responsibility for ensuring all business doing business with the City of Detroit comply with all Federal, State and Local regulations governing fair employment practices. The Equal Employment Opportunity Vendor Clearance, also referred to as the Human rights Clearance, ensures compliance with the City’s equal employment principles and monitors the employment and hiring practices of contractors who do business with the City.

- Business that are awarded contracts with the City of Detroit are required to obtain a Human Rights Clearance for each contract awarded (clearances are contract specific).
- Contractors do not need a certification to bid on City Contracts; however, all contractors must have a Human Rights Clearance fro each awarded contract.
- There are no fees for the Equal Employment Opportunity Vendor Clearance (EEOVC) / Human Rights Clearances.



**13. Business Type (*Check All That Apply*):**

- General Construction
- Specialty
- Manufacturing
- Service
- Retail
- Wholesale
- Professional Service

Comments regarding Business Type:

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**14.** Indicate the three-digit NIGP commodity class code(s) that apply to the goods/services your firm provides.  
(Please refer to the attached 3-digit NIGP Commodity Codes Listing).

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**NOTE:** A maximum of five (5) commodity codes will be displayed in the City of Detroit Certified Business Register. Attach a separate sheet for additional codes. All commodity codes for which your business is certified will be entered into the City’s on-line database.

**15.** An applicant business that is currently certified as a Small Business Enterprise, Minority-Owned and/or Woman-Owned Business Enterprise by another organization may request that the Human Rights Department (HRD) consider such certification(s) as having eligibility under its guidelines.

Is applicant requesting HRD to consider another organization’s certification?

**No**                          **Yes**                     

If yes, write name/phone of each certifying organization below and provide supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16.** All out-of-state applicants must provide documentation of their authorization to conduct business in Michigan. (Application for Certificate of Authority to Transact Business or Conduct Affairs in Michigan (Form 760) for US resident companies, Form 560 for nonresident companies.) Obtained via State of Michigan website.

**17.** Does the firm have any subsidiaries or affiliates or is it a subsidiary or affiliate of another business concern?

**No**                          **Yes**                     

If yes, provide a full and detailed explanation of business relationships on a separate attachment.

**18. Please provide the following documents that are applicable to your business:**

**A. Firm's ownership documents as applicable to its Legal Business Structure (Please check the applicable box):**

- Assumed Name Certificate
- Articles of Incorporation
- Articles of Organization
- Certificate of Co-Partnership

**B. Legal Tax Structure (Please check the applicable box):**

- Corporation - (*Form 1120*)\*
- S Corporation – (*Form 1120-S*)\*
- Limited Liability Company LLC – (*Form 1065*)\*
- Limited Liability Partnership – (*Form 1065*)\*
- Partnership – (*Form 1065*)\*Sole Proprietorship – (*Form 1040*)\*
- Professional Corporation
- Other

\* Federal Tax Forms

**C. Attach the federal tax returns (including all Schedules) as indicated above in Legal Tax Structure for:**

1. the **previous fiscal year**, if the applicant is seeking certification as a DBB, DHB, MBE or WBE, or
2. each of the **last three (3) fiscal years**, if the applicant is seeking certification as a DSB.

**D. Annual financial statements, including accountant's notes, for either -**

1. the **previous fiscal year**, if the applicant is seeking certification as a DBB, DHB, MBE or WBE or
2. each of the **last three (3) fiscal years**, if the applicant is seeking certification as a DSB.

**E. Submit a front and back photocopy of all issued stock certificates or a copy of the stock transfer ledger.**

### Affidavit of Applicant

I, being a duly authorized representative of the applicant, do hereby attest that the statements, documents, and responses provided in and with this City of Detroit Certification Application are true and correct to the best of my knowledge. I understand that I am making this statement subject to the penalties of perjury. I further understand that the City of Detroit reserves the right to require additional information prior to, during, and at any time after certification has been granted.

I understand that any misrepresentations of information provided in support of this application can result in **rejection, delay in processing, denial of the application, de-certification or revocation** of a certification, if conferred prior to discovery of the misrepresentation.

Name of applicant concern: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Authorized representative's title: \_\_\_\_\_

### NOTARY ACKNOWLEDGMENT

**STATE OF:** \_\_\_\_\_

**COUNTY OF:** \_\_\_\_\_

The foregoing Affidavit of Applicant was acknowledged before me this

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_  
PRINTED NAME & TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
NAME OF APPLICANT CONCERN

Signature of Notary: \_\_\_\_\_

Printed Name or Seal of Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ / \_\_\_\_\_ /

**END OF SECTION A**

**SECTION B**  
**DETROIT BASED BUSINESS (DBB),**  
**DETROIT HEADQUARTERED BUSINESS (DHB)**  
**DETROIT SMALL BUSINESS (DSB)**

1. Submit a copy of a lease, deed, land contract or mortgage agreement for each Detroit location owned or operated by the applicant. The applicant must complete the first box below for the Business Headquarters no matter where it is located. Other boxes below should only be completed for each location within the City of Detroit. If necessary, provide information for additional locations on a separate sheet.

**BUSINESS HEADQUARTERS:**

Name of person in charge of daily operations:

Business street address:

City:

State:

Zip:

Type of operation:

Total number of employees

Total number of Detroit residents

**Detroit Location**

Name of person in charge of daily operations:

Business street address:

Zip:

Type of operation:

Total number of employees

Total number of Detroit residents

**Detroit Location**

Name of person in charge of daily operations:

Business street address:

Zip:

Type of operation:

Total number of employees

Total number of Detroit residents

**Detroit Location**

Name of person in charge of daily operations:

Business street address:

Zip:

Type of operation:

Total number of employees

Total number of Detroit residents

2. How many business locations outside the City of Detroit?

3. Provide a signed copy of one of the following City of Detroit Business Tax Returns (**including all schedules and attachments**) that were submitted for the applicant's most recently completed federal tax return year preceding the date of this application:

- City of Detroit Corporate Income Tax Return (D-1120)** or
- City of Detroit Partnership Income Tax Return (D-1065)** or
- City of Detroit Individual Income Tax Return (D-1040 R/NR)**  
For businesses that are not corporations or partnerships

4. All businesses must submit (even if applicant does not owe taxes) with this application a copy of each of the following two business clearance forms showing approval that the applicant business has complied with certain provisions contained within City of Detroit tax related ordinances.

**Income Tax Clearance Form**

Attachment 6

From: Income Tax Division  
Coleman A. Young Municipal Center  
2 Woodward Ave. Room 512  
Detroit, MI. 48226  
Phone: (313) 224-3328 / 3329  
Fax (313) 224-4588

**Vendor Clearance Form**

Attachment 5

From: Revenue Collections  
Coleman A. Young Municipal Center  
2 Woodward Ave. Room 1012  
Detroit, MI 48226  
Phone: (313) 224-4087  
Fax (313) 224-4238

## **DETROIT BASED BUSINESS**

**BUSINESS MUST HAVE PAID CITY INCOME TAXES AND CITY PROPERTY TAXES ONE (1) TAXABLE YEAR IMMEDIATELY PRIOR TO DATE OF THE APPLICATION.**

5. *Detroit-based Business* means a business which pays City income taxes on the business's net profits and pays City property taxes on a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by the contract and referred to in the application for certification as a Detroit-based business or other real or personal property in the City equivalent in value to such plant or office and equipment for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit-based business, which shall comply with the following requirements:
- (1) Provide verification that the firm has the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in its application for certification at the City location;
  - (2) Provide verification of the ability of the business to carry out the service or repair the product to be sold to the City at the City site;
  - (3) Provide references, licenses, or other means of verification acceptable to the City that the services the firm offers to the City has been provided at the City site for at least one (1) year prior to the date of application; and
  - (4) Provide verification that the business has or can procure an adequate number of employees based at its City site to perform services indicated in the application.

**DETROIT HEADQUARTERED BUSINESS**

**THE HEADQUARTERS MUST HAVE BEEN ESTABLISHED IN DETROIT  
AT LEAST ONE (1) YEAR PRIOR TO THE DATE OF APPLICATION**

*Detroit-headquartered Business* means a business which:

- (1) Has received a certification by the Human Rights Department as a Detroit-based business [as defined above];
- (2) Has an office within the City of Detroit that serves as the administrative center where the chief executive officer and highest level management staff perform at least fifty-one percent (51%) of their management functions; and
- (3) Has received a certification as a Detroit-headquartered business.

Therefore, where the Human Rights Department determines that another related office, such as an affiliate, subsidiary, Limited Liability Corporation or other business structure, which is outside the City of Detroit, has a larger presence than the Detroit-based Business office, the business will not sustain its certification<sup>1</sup> as a Detroit-headquartered Business.

6. Complete Attachment 1, for all locations
7. Completing and submitting an Individual City Income Tax Clearance Form (use Attachment 4, pg. 19) which is for employees not businesses) for **each** executive manager listed in Attachment 1. Fax, mail or leave with the City Income Tax Division room 512. After clearances have been processed, applicant will submit each completed clearance form(s) to the Human Rights Department.
8. Making their payroll related documents (W-2 forms, earned pay disbursement records, corporate filings etc.) available for review by an HRD Contract Compliance Officer during the required site visit to further confirm that the chief executive officer and highest-level managerial employees work from a headquartered site within the City of Detroit.

## DETROIT SMALL BUSINESSES

**A Detroit Small Business must meet the requirements of a Detroit-Based Business in addition to the following**

A Detroit Small Business must have been in existence and operating for at least one (1) year prior to the date of application. Additionally, the applicant's average annual gross receipts must be less than the following figures in the three (3) fiscal years preceding the date of application:

- General construction business:** \$17 million
- Specialty construction business:** \$7 million
- Professional Service Firm** (small business): \$3 million
- Service business:** \$5 million
- Retail business** \$5 million
- Wholesale business** which has provided full-time employment to fewer than one hundred (100) persons in the three (3) fiscal years preceding the date of application
- Manufacturing business** which has provided full-time employment to fewer than five hundred (500) persons in the three (3) fiscal years preceding the date of application.

Provide the following for the last three (3) fiscal years-ending:

<b>Month</b>	<b>Day</b>	<b>Year</b>	<b>Number Of Employees</b>

**Attach copies of the year-end payroll reports for the corresponding fiscal years, quarterly MESC reports, and other official documents to support your year-end number of employees.**

**END OF SECTION B**

**SECTION C**  
**MINORITY-OWNED/WOMAN-OWNED**  
**BUSINESS ENTERPRISE (MBE / WBE)**

**1. Ownership and Control.** Complete the items listed below for all proprietors, partners, stockholders and any other persons or entities having an ownership interest in the applicant business.

Name/Title	*Race	Gender	Ownership Percentage	Annual Salary	Voting Percentage %	Hours Worked/ Week

*If necessary, use a separate attachment to complete this item.*

**2. Managers.** Complete the items listed in the following table.

Name/Title	*Race	Gender	How Long Has Manager Been in Current Position?	Annual Salary	Hours Worked/ Week

*If necessary, use a separate attachment to complete this item.*

\_\_\_\_\_

3. **Control and Management.** Complete the information requested in Attachment 1.
4. **Does the firm have any subsidiaries or affiliates** or is it a subsidiary or affiliate of another business concern?

No                       Yes

5. If yes, provide a full and detailed explanation of business relationships on a separate attachment.

6. **Financial Information.**

- A. Is the business applicant bonded?

No                       Yes

If yes, submit a copy of the bond document and respond to the following:

Name of bonding company:

Bonding Capacity: \$ \_\_\_\_\_ Type of Bond:

**B. Bank References:**

(1.) Name of Bank:

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Signers: \_\_\_\_\_

(2.) Name of Bank: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Signers: \_\_\_\_\_

**C. Explain the source of initial capitalization of the firm:**

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**7. Please provide the following documents or submit a detailed explanation of why the documents cannot be submitted:**

- A. A detailed history of the business
- B. Submit documentation of the source of initial capitalization of the firm.
- C. A general description of the duties/responsibilities of each management person in the daily operation of the firm
- D. Current copies of all licenses (including professional licenses) required for the operation of the business
- E. Copies of all bank signature cards, resolutions or other documents indicating authorizations to conduct banking business
- F. Copies of all debt instruments (notes, bonds, indentures, other agreements) and security, warranty or collateral agreements corresponding with the debt instruments
- G. A copy of the firm's By-Laws
- H. A copy of the minutes of the meeting at which the current board and officers were elected
- I. Documentation of ethnicity and/or female status (birth certificate, picture I.D., passport, etc.) of the minority/female owners
- J. Submit documentation of the residency status of all alien resident owners (passport, alien registration, etc.)

**END OF SECTION C**

Attachment 1

## **APPLICANT CHIEF OFFICER & SENIOR EXECUTIVE WORK LOCATION ROSTER**

Business Name: \_\_\_\_\_

<b>EMPLOYEE NAME</b>	<b>TITLE OF EMPLOYEE**</b>	<b>FUNCTIONAL RESPONSIBILITIES</b>	<b>DATE APPOINTED TO POSITION/DATE HIRED***</b>	<b>WORK LOCATION ADDRESS (Street &amp; Zip Code)</b>	<b>DETROIT INCOME % ****</b>
		Chief Executive Officer*			
		Chief Operations Officer			
		Chief Financial Officer			
		Senior Sales Executive			
		Senior Purchasing/ Procurement Officer			
		Senior Human Resources Executive			
		Other			

\*Chief Officer must work at the Detroit headquarters  
 \*\*Identify outsourced functions  
 \*\*\* If incumbent has been in assignment for less than 1 year, then also provide information for predecessor.  
 \*\*\*\* Formula: Local Wages/State Wages

## APPLICANT EMPLOYEE RESIDENCY ROSTER

<b>Business Name:</b>		<b>Corporate Official Name:</b>					
DETROIT RESIDENT EMPLOYEE'S NAME	TITLE OF EMPLOYEE	DETROIT RESIDENT EMPLOYEE'S HOME ADDRESS (Street & Zip Code)	APPLICANT'S FACILITY AT WHICH EMPLOYEE WORKS	PROOFS VERIFIED			
				DL	MID	VR	UT

Detroit residents **must** show one (1) proof of residency from Group A and one (1) proof of residency from Group B. Identify all of the applicant's employees that reside in the City of Detroit.

**Group A**

- DL – Valid Michigan Driver's License
- MID – Valid Michigan Identification Card

**Group B**

- VR – Voter's Registration Card
- UT – Current Utility Bill(s)



**HUMAN RIGHTS (HEADQUARTERED BUSINESS) - INCOME TAX CLEARANCE FORM  
(INDIVIDUAL)**

REQUESTING: Certification Eligibility HRD CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Type of Clearance:	New (Employee request 30 days prior to submitting certification application or expiration date)
	Renewal Other

**A.**

To: City of Detroit  
Income Tax Division  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Ste. 512  
Detroit, MI 48226  
Phone: (313) 224-3328 or 224-3329  
Fax: (313) 224-4588

For Employee: \_\_\_\_\_  
of Company Name \_\_\_\_\_  
& Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax # \_\_\_\_\_

<b>B. Name of Chief Financial Officer/Authorized Contact Person &amp; EIN Number (include address if different from above)</b>	Telephone # _____ Fax # _____
Employee Social Security Number _____	Spouse Social Security Number _____

Nature of Request: Verifying employer/employee is in compliance with provisions of the City Income Tax Ordinance.

**C ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE****EMPLOYEE ANSWER QUESTIONS 1,2,3,4.**

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above)  Yes  No
2. Has applicant filed City of Detroit Income Tax Returns during the most recent tax years?  Yes  No
3. Were you employed during the last seven (7) years?  Yes  No
4. Were you a resident of Detroit during the last seven (7) years?  Yes  No

**EMPLOYER ANSWER QUESTIONS 5,6,7.**

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4)?  Yes  No
6. Does the company have employees working in Detroit?  Yes  No
7. Does the employee named above have their office and perform duties at a site within the City of Detroit?  Yes  No

**D. FOR INCOME TAX USE ONLY**

Has the employer/employee complied with the provisions of the City Income Tax Ordinance?

Yes	No	Signature _____	Date _____	Expires _____
Yes	No	Signature _____	Date _____	Expires _____
Yes	No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT [www.ci.detroit.mi.us](http://www.ci.detroit.mi.us)

## Purchasing Division/Human Rights Department VENDOR/BUSINESS CLEARANCE REQUEST

**Submit to:** Revenue Collection Unit  
2 Woodward Ave. Rm.1012  
Detroit, MI 48226  
(313) 224-4087 (Telephone) (313) 224-4238 (Fax)

**Nature of Contract** \_\_\_\_\_

**Contract Amount** \_\_\_\_\_

**Business Type:** ( ) Corp                      ( ) Partnership                      ( ) Sole Proprietorship                      ( ) Personal Services

**Business Name** \_\_\_\_\_

**Complete Business Address** \_\_\_\_\_

\_\_\_\_\_ ( ) Lease ( ) Own

**Ward/Item#** \_\_\_\_\_

**Tax ID/FID No.** \_\_\_\_\_

**City Personal Property I.D. #** \_\_\_\_\_

**Owner(s) Name** \_\_\_\_\_

**Owner(s) SS# (If Sole Proprietorship)** \_\_\_\_\_

**Owner(s) Home Address (If Sole Proprietorship)**

( ) Lease ( ) Own

**Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Fax** \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE**

<u>Real Property</u>	<u>Special Assessment</u>	<u>Personal Property</u>	<u>Other Receivable</u>
----------------------	---------------------------	--------------------------	-------------------------

( ) Denied	( ) Denied	( ) Denied	( ) Denied
( ) Approved	( ) Approved	( ) Approved	( ) Approved

**Comments:** \_\_\_\_\_

Please mail, fax or drop off this Request Form to the Revenue Collection Unit at the address indicated above. You will be responsible for keeping the clearance and submitting a copy to Purchasing and or Human Rights with your bid and or certification application package.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Expiration Date

**REQUEST FOR INCOME TAX CLEARANCE**

REQUESTING DEPARTMENT/DIVISION CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 Type of Clearance:  New  Renewal (please submit 30 days prior to submitting bid or expiration date)  Other

**A.**  
**To: City of Detroit**  
**Income Tax Division**  
**Coleman A. Young Municipal Center**  
**2 Woodward Avenue, Ste. 512**  
**Detroit, MI 48226**

**For Individual**  
**or Company Name** \_\_\_\_\_

**& Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Phone: (313) 224-3328 or 224-3329**  
**Fax: (313) 224-4588**

<b>B. Name of Chief Financial Officer/Authorized Contact Person &amp; EIN Number (include address if different from above)</b>	<b>Telephone #</b> _____ <b>Fax #</b> _____
<b>Employer Identification or Social Security Number</b>	<b>Spouse Social Security Number</b> _____
<b>Nature of Contract:</b> _____	<b>BID/CONTRACT AMOUNT (if known)</b> <b>Labor: \$</b> _____ <b>Material: \$</b> _____ <b>Contract # (if known)</b> _____

**C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE**

**Check One:**                       **Individual**                       **Corporation**                       **Partnership**

**EMPLOYEE ANSWER QUESTIONS 1,2,3,4.**

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above)  Yes  No
2. Are you a student and/or claimed as a dependent on someone else's tax return?  Yes  No
3. Were you employed during the last seven (7) years?  Yes  No
4. Were you a resident of Detroit during the last seven (7) years?  Yes  No

**EMPLOYER ANSWER QUESTIONS 5,6,7.**

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4)?  Yes  No
6. Will the company have employees working in Detroit?  Yes  No
7. Will the company use sub-contractors or independent contractors in Detroit?  Yes  No

**D. FOR INCOME TAX USE ONLY**

Has the employer/employee complied with the provisions of the City Income Tax Ordinance?

<input type="checkbox"/> Yes	No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT [www.ci.detroit.mi.us](http://www.ci.detroit.mi.us)

City of Detroit  
Human Rights Department  
**Line-by-Line Instruction Supplement**

*(This document is to be used when completing the Certification Application. It contains the Line-by-Line Instructions, Definition of Terms, and the 3-Digit NIGP Commodity Codes)*

**APPLICANTS ARE REQUIRED TO PAY AN ANNUAL PROGRAM FEE BASED ON COMPANY SIZE, SMALL OR NON SMALL, OF \$600.00 OR \$2500.00 RESPECTIVELY. THIS FEE IS NONREFUNDABLE AND DOES NOT IMPACT THE DETERMINATION TO AWARD A CERTIFICATE.**

**A BUSINESS MUST HAVE BEEN ESTABLISHED AND OPERATING IN DETROIT FOR AT LEAST ONE (1) YEAR PRIOR TO THE DATE OF THE APPLICATION TO BE ELIGIBLE TO QUALIFY FOR DETROIT-BASED BUSINESS (DBB), DETROIT HEADQUARTERED (DHB) AND DETROIT SMALL BUSINESS (DSB) CERTIFICATIONS.**

**A BUSINESS MUST HAVE BEEN ESTABLISHED AND OPERATING FOR AT LEAST ONE YEAR PRIOR TO THE DATE OF THE APPLICATION TO BE ELIGIBLE TO QUALIFY FOR MINORITY-OWNED BUSINESS ENTERPRISE (MBE), WOMAN-OWNED BUSINESS ENTERPRISE (WBE) CERTIFICATION.**

**Submitting Completed Application Package:** After completing all portions of the application, submitting the applicable fee, and gathering supporting documentations that are applicable, please remove before submission the following: Cover, Commonly Asked Questions, Introduction, Appeals, Line by Line Instructions and Commodity Codes pages. Assemble the remainder of application (pages 5-17) in the same sequence as received and staple together. Then arrange any supporting documentation in the same order that it was requested in the application. Identical supporting documentation need only be provided once based on the first instance of need in the process. **Thoroughly check application and documentation for correctness and completeness before submitting.** It causes far more delay for an Contract Compliance Officer to wait on incomplete material than a one time uninterrupted application review from beginning to end. **Make copies of everything submitted and store in a safe place. Lay stapled application on top of arranged documentations and submit them together as a single package.**

**SECTION A**

Indicate the type of certification your firm is seeking by clearly marking the appropriate box with an "X." A firm may seek certification in any one or more of the following categories:

- A. Detroit Based Business (DBB)
- B. Detroit Headquartered Business (DHB)
- C. Detroit Small Business (DSB)
- D. Minority-Owned Business Enterprise (MBE)
- E. Woman-Owned Business Enterprise (WBE)

**ITEM 1**

Indicate the complete name of the firm seeking certification (The “Applicant”). Submit a separate application with supporting documents for each business that is applying. Be sure to include the applicant’s complete name, including any assumed name or d/b/a (doing business as).

**ITEM 2**

Provide the address of the applicant, including any P.O. Box address. *All Detroit-Based Business applicants must have a Detroit street address.* Please provide the mailing address if it is different from the street address.

**ITEM 7**

Identify the name and title of the authorized contact person(s). Unless written authorization has been received, this office will only correspond with and discuss the contents of this application with the authorized contact person(s).

**ITEM 10**

Indicate the date the business was established. Submit a brief explanation outlining the evolution of the firm.

**ITEM 12**

Submit the following as applicable to the firm’s legal structure: Assumed Name Certificate, Articles of Incorporation (including amendments), Certificate of Co-Partnership, Certificate of Limited Partnership, Articles of Organization, and/or other documentation reflecting the date the business was initially established. The business must have been operating at least one (1) year prior to the date of the application.

**ITEM 13**

**General Construction Business** means a business that (1) is a general contractor for any of the following: Industrial Buildings, Residential Buildings, Single Family Houses or Warehouses or (2) performs heavy construction which includes, but is not limited to the following: bridges, communications lines, elevated highways, highways, pipelines, power lines, sewer lines, streets, tunnels, or water lines.

**Specialty Construction Business** means a business that engages in any of the following lines of business: carpentry, concrete work, electrical work, excavation work, floor laying, glass and glazing work, heating ventilation and air conditioning, installation or erection of building equipment, masonry, stone setting and other stone work, painting and paperhanging, plastering, drywall, acoustical and insulation work, plumbing, roofing, siding and sheet metal work, structural steel erection, terrazzo, tile marble and mosaic work, water well drilling, or wrecking and demolition work, as well as other categories of specialty construction as may be identified by the City.

**Professional Service** means a firm providing services that are not generally available in the public-at-large, which requires specialized knowledge, licensing and/or certification. These services include, but are not limited to accounting services, architectural/engineering services, consultant services, information technology services, construction management, financial management, facilities management, legal services, etc.

**Manufacturing** means a business operating or maintaining a facility that produces materials, supplies, articles, equipment, etc. from raw materials or that materially alters or adds value to previously manufactured products from their original state such that the altered product is no longer useable as originally intended.

**Retail** means a firm engaged in the sale or distribution of commodities, goods, articles, products, etc. to the ultimate consumer in small quantities and in which an inventory of products is available at the business location.

**Service** means a firm providing services of a non-professional nature such as, but not limited to repairing, cleaning, maintenance, testing, construction services, personal services, etc.

**Wholesale** means a firm engaged in the selling or distribution of commodities, goods, articles, products, etc. in large quantities and usually to retailers or others at a reduced cost per item.

**ITEM 14**

Review the attached Commodity Class List and indicate the three-digit code numbers, which correspond to the goods and services that your firm provides. Do not include any forthcoming services or products your firm intends to add to its inventory.

**ITEM 19**

You may contact the Michigan Department of Consumer and Industry Services to determine if your firm is required to obtain an authorization to conduct business in Michigan. If the application for the authorization has been filed with the state, but has not been received, submit a copy of the application and a copy of the cancelled check that accompanied your application to the State.

**END OF SECTION A**

**Detroit Based Business Applicants**  
**Detroit Headquartered Business Applicants**  
**Detroit Small Business Applicants**  
**Minority/Woman-Owned Business Applicants**

**GO TO SECTION B**  
**GO TO SECTION B**  
**GO TO SECTION B**  
**GO TO SECTION C**

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**SECTION B**

**All applicants seeking Detroit-Based Business certifications must complete this section.**

**A BUSINESS MUST HAVE BEEN LOCATED AND OPERATING WITHIN THE CITY OF DETROIT FOR AT LEAST ONE (1) YEAR PRIOR TO THE DATE OF THE APPLICATION TO BE ELIGIBLE TO QUALIFY AS A DETROIT-BASED BUSINESS, DETROIT HEADQUARTERED OR A DETROIT BASED SMALL BUSINESS.**

**ITEM 3**

Submit a copy of the City of Detroit Business Income Tax Return (include all schedules/attachments) for one (1) year prior to the date of the application.

**ITEM 4**

Business Tax Clearances are a part of this application process. Please contact the phone numbers listed under this item, regarding taxes or clearance related concerns.

**ITEM 7**

It is the responsibility of the applicant to substantiate its Detroit Headquarters status to the satisfaction of the City. When using the Income Tax Clearance Form (Attachment 4-Individuals) provided, make enough copies for each executive/manager listed in Attachment 1. Then have each person and the employer complete parts A, B, & C. Submit to Income Tax Division for completion of part D. Once the completed form for each executive/manager listed is returned to applicant, submit the form(s) with your completed application package to Human Rights.

**END OF SECTION B**

**MINORITY/WOMAN-OWNED BUSINESS APPLICANTS: GO TO SECTION C**

**SECTION C**

**No instruction necessary for Section C.**

**A BUSINESS MUST HAVE BEEN OPERATING FOR AT LEAST ONE (1) YEAR PRIOR TO THE DATE OF THE APPLICATION TO BE ELIGIBLE TO QUALIFY AS A MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE.**

**END OF SECTION C**

**~END OF LINE-BY-LINE INSTRUCTIONS~**

## Definition of Terms

1. DBB: *Detroit-based Business* mean:

A business which pays City income taxes on the business's net profits and pays City property taxes on a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by the contract and referred to in the application for certification as a Detroit-based business or other real or personal property in the City equivalent in value to such plant or office and equipment for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit-based business, which shall comply with the following requirements:

- (1) Provide verification that the firm has the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in its application for certification at the City location;
- (2) Provide verification of the ability of the business to carry out the service or repair the product to be sold to the City at the City site;
- (3) Provide references, licenses, or other means of verification acceptable to the City that the services the firm offers to the City has been provided at the City site for at least one (1) year prior to the date of application; and
- (4) Provide verification that the business has or can procure an adequate number of employees based at its City site to perform services indicated in the application."

2. DHB: *Detroit-headquartered Business* to mean:

"A business which:

- (1) Has received a certification by the Human Rights Department as a Detroit-based business [as defined above];
- (2) Has an office within the City of Detroit that serves as the administrative center where the chief executive officer and highest level management staff perform at least fifty-one percent (51%) of their management functions; and
- (3) Has received a certification as a Detroit-headquartered business."

Therefore, where the Human Rights Department determines that another related office, such as an affiliate, subsidiary, Limited Liability Corporation or other business structure, which is outside the City of Detroit, has a larger presence than the Detroit-based Business office, the business will not sustain its certification as a Detroit-headquartered Business.

- 3. MBE:** The definition of a minority-owned business enterprise means there is bona fide 51% ownership by minorities, and other indicia of MBE status, such as whether minorities control the business policy and business operations, and have been in business at least one (1) year.
- 4. WBE:** The definition of women-owned business enterprise means there is bona fide 51% ownership by a woman/women, and other indicia of WBE status, such as whether a woman/women control the business policy and business operations, and have been in business at least one (1) year.
- 5. DSB:** The definition of a Detroit small business is a DBB that has been in business at least one (1) year, that is independently owned and operated, and is not one of the recognized leaders or dominant firms in its field of operation. A business is not a “dominant firm in its field of operation” when it does not exercise a controlling or major influence in a kind of commercial activity in which a number of businesses are primarily engaged.
- 6. Ownership:** For a sole proprietorship or partnership, at least 51% of the company’s assets or interests must be owned by a woman/women minority person(s). For a corporation, at least 51% of all classes of stocks or stock options issued by the corporation must be owned by a minority person(s) or woman/women.
- 7. Control:** This term requires that the primary power, direct or indirect, to determine or influence the direction, policies, practices and day-to-day operations of a business enterprise shall rest with a minority person(s) or woman/women.

**MINORITY DEFINITIONS**

For purposes of this program, a person must be a member of one of the following race/ethnicity groups to be classified as a minority, as generally defined by the SBA

African Americans	Persons having origins in any of the black racial groups in Africa
Hispanic Americans	Persons of Spanish or Portuguese culture with origins in Mexico, South of Central America, Cuba, Puerto Rico, or the Caribbean Islands.
Asian Pacific Americans	Persons having origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Hong Kong, Laos, Cambodia and Vietnam, Indian Subcontinent or the Pacific Islands.
Native Americans	American Indians, Eskimos, Aleuts, or Native Hawaiians

## Appeal Process

### **Detroit Business Certification Program (DBCP)**

**Detroit-Based Business (DBB),  
Detroit Headquartered Business (DHB), Detroit Small Business (DSB),  
Minority-Owned Business Enterprise (MBE) and/or Woman-Owned Business Enterprise (WBE)**

Within fourteen (14) calendar days of the date of the applicant's receipt of a "Denial of DBB, DHB, DSB, MBE and/or WBE Certification", the applicant may file with the HRD a written request for an informal discussion, the purpose of which is to permit the business to discuss its concerns about the denial.

After the informal discussion, the HRD shall issue a "Confirmation Notice" that outlines these subject matters:

- The issues discussed and the outcome of the informal discussion
- The business applicant's appellate rights

The HRD shall mail to the business applicant a copy of the "Confirmation Notice" by Certified Mail; Return Receipt Requested.

Only after it has exhausted the procedures set forth above may a business applicant appeal from a "Denial of DBCP Certification." A typewritten or printed "Claim of Appeal" shall be filed with the Human Rights Director within fourteen (14) calendar days of the date of receipt of a "Confirmation Notice." A "Claim of Appeal" shall satisfy all of the following requirements:

- Include a detailed narrative of all of the bases for reversal of the HRD's decision to deny DBCP certification. Any basis omitted from the "Claim of Appeal" is waived
- Include documentation supporting the business applicant's claim that it satisfies the requirements for DBCP certification
- Include a copy of the "Confirmation Notice" as described
- Include a statement from the business applicant as to whether it desires an opportunity to discuss its appeal with the Human Rights Director; and
- Exclude any reliance on or reference to changes in the business applicant's ownership, operation and/or management occurring after the date of the "Denial of DBCP Certification."

A "Claim of Appeal" that does not substantially conform to the requirements of this process as outlined may be dismissed by the Human Rights Director without a decision on the merits of the appeal.

## 3-Digit NIGP Commodity Codes

- 005 ABRASIVES
- 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
- 015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
- 019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
- 020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
- 022 AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
- 025 AIR COMPRESSORS AND ACCESSORIES
- 031 AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
- 035 AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND SUPPLIES
- 037 AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS, ETC.
- 040 ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)
- 045 APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
- 050 ART EQUIPMENT AND SUPPLIES
- 052 ART OBJECTS
- 055 AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC.
- 060 AUTOMOTIVE MAINTENANCE ITEMS AND REPAIR/REPLACEMENT PARTS
- 065 AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS
- 070 AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT
- 075 AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES
- 080 BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.
- 085 BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT
- 090 BAKERY EQUIPMENT, COMMERCIAL
- 095 BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES
- 100 BARRELS, DRUMS, KEGS, AND CONTAINERS
- 105 BEARINGS (EXCEPT WHEEL BEARINGS AND SEALS -SEE CLASS 060)
- 110 BELTS AND BELTING: CONVEYOR, ELEVATOR, POWER TRANSMISSION, AND V-BELTS
- 115 BIOCHEMICALS, RESEARCH
- 120 BOATS, MOTORS, AND MARINE AND WILDLIFE SUPPLIES
- 125 BOOKBINDING SUPPLIES
- 135 BRICKS AND OTHER CLAY PRODUCTS, REFRACTORY MATERIALS, AND STONE PRODUCTS
- 140 BROOM, BRUSH, AND MOP MANUFACTURING MACHINERY AND SUPPLIES
- 145 BRUSHES (NOT OTHERWISE CLASSIFIED)
- 150 BUILDER'S SUPPLIES
- 155 BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
- 160 BUTCHER SHOP AND MEAT PROCESSING EQUIPMENT
- 165 CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
- 175 CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
- 180 CHEMICAL RAW MATERIALS (IN LARGE QUANTITIES PRIMARILY FOR MANUFACTURING JANITORIAL AND LAUNDRY PRODUCTS)
- 190 CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK)
- 192 CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
- 193 CLINICAL LABORATORY REAGENTS AND TESTS (BLOOD GROUPING, DIAGNOSTIC, DRUG MONITORING, ETC.)
- 195 CLOCKS, TIMERS, WATCHES, AND JEWELERS' AND WATCHMAKERS' TOOLS AND EQUIPMENT
- 200 CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED, WORK
- 201 CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
- 204 COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

- 206 COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS
- 207 COMPUTER ACCESSORIES AND SUPPLIES
- 208 COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)
- 209 COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)
- 210 CONCRETE AND METAL CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES
- 220 CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SUPPLIES
- 225 COOLERS, DRINKING WATER (WATER FOUNTAINS)
- 232 CRAFTS, GENERAL
- 233 CRAFTS, SPECIALIZED
- 240 CUTLERY, DISHES, FLATWARE, GLASSWARE, TRAYS, UTENSILS, AND SUPPLIES
- 245 DAIRY EQUIPMENT AND SUPPLIES
- 250 DATA PROCESSING CARDS AND PAPER
- 255 DECALS AND STAMPS
- 260 DENTAL EQUIPMENT AND SUPPLIES
- 265 DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTOMOBILE)
- 269 DRUGS AND PHARMACEUTICALS
- 271 DRUGS, PHARMACEUTICALS, AND SETS (FOR LARGE-VOLUME PARENTERAL ADMINISTRATION, INFUSION, IRRIGATION, AND TUBE FEEDING)
- 280 ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
- 285 ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
- 287 ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES: AND MISCELLANEOUS ELECTRONIC EQUIPMENT (NOT FOR TESTING OR ANALYZING -SEE 730)
- 290 ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
- 295 ELEVATORS AND ESCALATORS, BUILDING TYPE
- 305 ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUMENTS, AND SUPPLIES
- 310 ENVELOPES, PLAIN OR PRINTED
- 315 EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
- 318 FARE COLLECTION EQUIPMENT AND SUPPLIES
- 320 FASTENING, PACKAGING, STRAPPING, TYING EQUIPMENT AND SUPPLIES
- 325 FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)
- 330 FENCING
- 335 FERTILIZERS AND SOIL CONDITIONERS
- 340 FIRE PROTECTION EQUIPMENT AND SUPPLIES
- 345 FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
- 350 FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
- 360 FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT, AND SUPPLIES
- 365 FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
- 370 FOOD PROCESSING AND CANNING EQUIPMENT AND SUPPLIES
- 375 FOODS: BAKERY PRODUCTS (FRESH)
- 380 FOODS: DAIRY PRODUCTS (FRESH)
- 385 FOODS, FROZEN
- 390 FOODS: PERISHABLE
- 393 FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS
- 395 FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS
- 400 FOUNDRY CASTINGS, EQUIPMENT, AND SUPPLIES
- 405 FUEL, OIL, GREASE AND LUBRICANTS
- 410 FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
- 415 FURNITURE: LABORATORY
- 420 FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
- 425 FURNITURE: OFFICE
- 430 GASES, CONTAINERS, EQUIPMENT: LABORATORY, MEDICAL, AND WELDING
- 435 GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL

- 440 GLASS AND GLAZING SUPPLIES
- 445 HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES AND SUPPLIES
- 450 HARDWARE AND RELATED ITEMS
- 460 HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
- 465 HOSPITAL AND SURGICAL EQUIPMENT, INSTRUMENTS, AND SUPPLIES
- 470 HOSPITAL HANDICAP AND RELATED SPECIALIZED EQUIPMENT AND SUPPLIES: MOBILITY, SPEECH IMPAIRED, AND RESTRAINT ITEMS
- 475 HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
- 485 JANITORIAL SUPPLIES, GENERAL LINE
- 490 LABORATORY EQUIPMENT AND ACCESSORIES (FOR GENERAL ANALYTICAL AND RESEARCH USE): NUCLEAR, OPTICAL, AND PHYSICAL
- 493 LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
- 495 LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.
- 500 LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS AND SUPPLIES - COMMERCIAL
- 505 LAUNDRY AND DRY CLEANING COMPOUNDS AND SUPPLIES
- 510 LAUNDRY TEXTILES AND SUPPLIES
- 515 LAWN MAINTENANCE EQUIPMENT, ACCESSORIES, AND PARTS (NON-AGRICULTURAL APPLICATIONS)
- 520 LEATHER AND RELATED EQUIPMENT, PRODUCTS, ACCESSORIES, AND SUPPLIES
- 525 LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
- 530 LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
- 540 LUMBER AND RELATED PRODUCTS
- 545 MACHINERY AND HARDWARE, INDUSTRIAL
- 550 MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
- 555 MARKING AND STENCILING DEVICES
- 556 MASS TRANSPORTATION - TRANSIT BUS
- 557 MASS TRANSPORTATION - TRANSIT BUS ACCESSORIES AND PARTS
- 558 MASS TRANSPORTATION - RAIL VEHICLES AND SYSTEMS
- 559 MASS TRANSPORTATION - RAIL VEHICLE PARTS AND ACCESSORIES
- 560 MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS
- 565 MATTRESS MANUFACTURING MACHINERY AND SUPPLIES
- 570 METALS: BARS, PLATES, RODS, SHEETS, STRIPS, STRUCTURAL SHAPES, TUBING, AND FABRICATED ITEMS
- 575 MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 578 MISCELLANEOUS PRODUCTS
- 580 MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
- 590 NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
- 595 NURSERY STOCK, EQUIPMENT, AND SUPPLIES
- 600 OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
- 605 OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES
- 610 OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
- 615 OFFICE SUPPLIES, GENERAL
- 620 OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.
- 625 OPTICAL EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 630 PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
- 635 PAINTING EQUIPMENT AND ACCESSORIES
- 640 PAPER AND PLASTIC PRODUCTS, DISPOSABLE
- 645 PAPER (FOR OFFICE AND PRINT SHOP USE)
- 650 PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPMENT
- 652 PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
- 655 PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, MICROFILM, AND X-RAY)
- 658 PIPE AND TUBING
- 659 PIPE AND TUBING FITTINGS
- 660 PIPES, TOBACCOS, SMOKING ACCESSORIES; ALCOHOLIC BEVERAGES

- 665 PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 670 PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
- 675 POISONS: AGRICULTURAL AND INDUSTRIAL
- 680 POLICE EQUIPMENT AND SUPPLIES
- 685 POULTRY EQUIPMENT AND SUPPLIES
- 690 POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 691 POWER TRANSMISSION EQUIPMENT - ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC
- 700 PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS)
- 710 PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC.
- 715 PUBLICATIONS AND AUDIOVISUAL MATERIALS (PREPARED MATERIALS ONLY, NOT EQUIPMENT, SUPPLIES, OR PRODUCTION) (SEE CLASS 785 FOR INSTRUCTIONAL AIDS)
- 720 PUMPING EQUIPMENT AND ACCESSORIES
- 725 RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
- 730 RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
- 735 RAGS, SHOP TOWELS, AND WIPING CLOTHS
- 740 REFRIGERATION EQUIPMENT AND ACCESSORIES
- 745 ROAD AND HIGHWAY BUILDING MATERIALS (ASPHALTIC)
- 750 ROAD AND HIGHWAY BUILDING MATERIALS (NOT ASPHALTIC)
- 755 ROAD AND HIGHWAY EQUIPMENT AND PARTS: ASPHALT AND CONCRETE HANDLING AND PROCESSING
- 760 ROAD AND HIGHWAY EQUIPMENT: EARTH HANDLING, GRADING, MOVING, PACKING, ETC.
- 765 ROAD AND HIGHWAY EQUIPMENT (EXCEPT ASPHALT, CONCRETE, AND EARTH HANDLING EQUIPMENT IN CLASSES 755 AND 760)
- 770 ROOFING
- 775 SALT (SODIUM CHLORIDE) (SEE CLASS 393 FOR TABLE SALT)
- 780 SCALES AND WEIGHING APPARATUS (SEE 175-08 FOR LABORATORY BALANCES)
- 785 SCHOOL EQUIPMENT AND SUPPLIES
- 790 SEED, SOD, SOIL, AND INOCULANTS
- 795 SEWING ROOM AND TEXTILE MACHINERY, AND ACCESSORIES
- 800 SHOES AND BOOTS
- 801 SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
- 803 SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.
- 805 SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
- 810 SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)
- 815 STEAM AND HOT WATER FITTINGS, ACCESSORIES, AND SUPPLIES
- 820 STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT
- 825 STOCKMAN EQUIPMENT AND SUPPLIES
- 830 TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS): MOBILE, PORTABLE, STATIONARY, AND UNDERGROUND TYPES
- 832 TAPE (NOT DATA PROCESSING, MEASURING, OPTICAL, SEWING, SOUND, OR VIDEO)
- 840 TELEVISION EQUIPMENT AND ACCESSORIES
- 845 TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
- 850 TEXTILES, FIBERS, HOUSEHOLD LINENS, AND PIECE GOODS
- 855 THEATRICAL EQUIPMENT AND SUPPLIES
- 860 TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.
- 863 TIRES AND TUBES
- 864 TRAIN CONTROLS, ELECTRONIC
- 865 TWINE
- 870 VENETIAN BLINDS, AWNINGS, AND SHADES
- 875 VETERINARY EQUIPMENT AND SUPPLIES (SEE CLASS 325 FOR VITAMINS AND SUPPLEMENTS FOR ANIMALS)
- 880 VISUAL EDUCATION EQUIPMENT AND SUPPLIES (EXCEPT PROJECTION LAMPS -SEE CLASS 285)
- 883 VOICE RESPONSE SYSTEMS
- 885 WATER AND WASTEWATER TREATING CHEMICALS

- 880 WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)
- 885 WELDING EQUIPMENT AND SUPPLIES
- 898 X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
- 905 AIRCRAFT OPERATIONS SERVICES
- 906 ARCHITECTURAL SERVICES, PROFESSIONAL
- 907 ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
- 908 BOOKBINDING, REBINDING, AND REPAIRING
- 909 BUILDING CONSTRUCTION SERVICES, NEW
- 910 BUILDING MAINTENANCE AND REPAIR SERVICES
- 912 CONSTRUCTION SERVICES, GENERAL
- 913 CONSTRUCTION SERVICES, HEAVY
- 914 CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
- 915 COMMUNICATIONS AND MEDIA RELATED SERVICES
- 918 CONSULTING SERVICES
- 920 DATA PROCESSING SERVICES AND SOFTWARE
- 924 EDUCATIONAL SERVICES
- 925 ENGINEERING SERVICES, PROFESSIONAL
- 926 ENVIRONMENTAL AND ECOLOGICAL SERVICES
- 928 EQUIPMENT MAINTENANCE, RECONDITIONING AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
- 929 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - AGRICULTURAL, HEAVY INDUSTRIAL EQUIPMENT, AND MARINE EQUIPMENT
- 931 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
- 934 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
- 936 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - GENERAL EQUIPMENT
- 938 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
- 939 EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES - OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
- 940 EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES - RAILROAD
- 941 EQUIPMENT MAINTENANCE, RECONDITIONING, REPAIR, AND RELATED SERVICES - POWER GENERATION
- 945 FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
- 946 FINANCIAL SERVICES
- 947 FORESTRY SERVICES
- 948 HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
- 952 HUMAN SERVICES
- 953 INSURANCE, ALL TYPES
- 954 LAUNDRY AND DRY CLEANING SERVICES
- 956 LIBRARY SERVICES (SEE CLASS 908 FOR BOOKBINDING, REBINDING, AND REPAIRING)
- 958 MANAGEMENT SERVICES
- 959 MARINE CONSTRUCTION SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR; RELATED MARINE SERVICES
- 961 MISCELLANEOUS PROFESSIONAL SERVICES
- 962 MISCELLANEOUS SERVICES
- 965 PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
- 966 PRINTING AND RELATED SERVICES
- 968 PUBLIC WORKS AND RELATED SERVICES
- 971 REAL PROPERTY RENTAL OR LEASE
- 975 RENTAL OR LEASE SERVICES OF EQUIPMENT - AGRICULTURAL, AIRCRAFT, AUTOMOTIVE, HEAVY EQUIPMENT, AND MARINE EQUIPMENT
- 977 RENTAL OR LEASE SERVICES OF EQUIPMENT - APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
- 979 RENTAL OR LEASE SERVICES OF EQUIPMENT - ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT

- 981 RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT
- 983 RENTAL OR LEASE SERVICES OF EQUIPMENT - CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, AND TEXTILE EQUIPMENT
- 984 RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
- 985 RENTAL OR LEASE SERVICES OF EQUIPMENT - OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
- 988 ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
- 989 SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
- 990 SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
- 992 TESTING AND CALIBRATION SERVICES
- 998 SALE OF SURPLUS & OBSOLETE ITEMS
- 999 OTHER