



Michigan Department of Agriculture & Rural Development

Retail Motor Fuel Outlet License Renewal Instructions

A person operating without a license is guilty of a misdemeanor, and is subject to a fine, or a jail term, or both.

Your Motor Fuel Retail Outlet License Expires November 30, 2014

IMPORTANT NOTICE REGARDING MICHIGAN BUSINESS ONE STOP

The Michigan Business One Stop site will be undergoing a major reconstruction starting effective October 1 with online submissions for renewals being discontinued on September 1, 2014. If you have a Michigan Business One Stop account and previously submitted a new or renewal application, you can still renew your retail motor fuel outlet license on the site through September 1.

1. Review the information that is contained on your renewal notice. If there are no changes to the information and you have not changed ownership, you can renew online (through September 1, 2014)
2. Go to www.michigan.gov/business. Log into your account*.
3. If your My Workspace does not already have the motor fuel renewal task, click Add a Task, type 'Retail Motor Fuel Outlet' in the search box, then click the checkbox next to the renewal task that appears in the list. Click Add.
4. One Stop will return you to My Workspace. Click the Retail Motor Fuel Outlet renewal link in the My Tasks section and complete the online form, finishing with signing and submitting. Repeat this step for each location that needs a license. Completing the online form should take 5 minutes or less. If you get interrupted, you can save the application and return later. There are more detailed instructions on the first tab of the online form.
IMPORTANT: If you have not already done so, in the business profile, you must add each location as a physical address including the location's name.
5. When you are finished with all of your renewals, use the Shopping Cart to pay for all the license renewal applications you've created. You'll receive an email notification from One Stop when your eCredential is available to print

*If you have problems accessing the One Stop site, please contact the One Stop Customer Assistance Center at 877-766-1779 (Monday – Friday, 8:00 am – 5:00 pm) through September 30, 2014. The CAC will close on 9/30/2014.

**Michigan
Business One Stop**

For instructions on submitting your renewal application by mail, please see other side.

PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION

Fines are issued for failing to submit a fully completed renewal application on time.

- ❑ You must fill out the application completely and submit the \$100 license fee, made payable to the "State of Michigan", before **September 1, 2014**.
- ❑ If there are any address changes, please make corrections in the spaces provided. If there are address changes to the establishment address, please state reason for change.
- ❑ The license must have the correct ownership information, birth date, and home address of the President or Owner, and be signed and dated.
- ❑ If ownership resides outside of Michigan, you must provide a name and address of a responsible person within the state of Michigan (Resident Agent).
- ❑ **All outstanding fines must be resolved before a license can be issued.**
- ❑ If you are a seasonal business, no longer own the location, or have permanently closed the business, you must notify the department in writing of this fact to avoid being issued a fine for not submitting a renewal application on time.
- ❑ **If you have any questions, please contact Scott Davidson at 517-284-5752, the Central Licensing Unit at 517-284-5771 or check www.michigan.gov/mda-licensing for updates.**

MOTOR FUEL QUALITY REGULATIONS

Michigan Motor Fuel Quality Regulations: 561 Dispensing Facility Vapor Pressure, 562 Labeling of Retail Motor Fuel Dispensers, Storage Tanks, and Delivery Vessels, 563 Retail Gasoline Dealer Licensing, and 564 Automotive Motor Fuel Purity, Additives, and Grading have been updated. These can be referenced at http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Number&Admin_Num=28200001&RngHigh=29103101
The Motor Fuels Quality Act can be referenced at <http://www.legislature.mi.gov>.

NOTICE FOR STATIONS IN SOUTHEAST MICHIGAN AREA

The Motor Fuels Quality Act, P.A. 44 of 1984, as amended, requires stations constructed after November 15, 1990, in the counties of Wayne, Oakland, Macomb, Washtenaw, Livingston, Monroe, and St. Clair must have properly maintained Stage I vapor recovery systems in place and used for all storage tank deliveries.

The vapor pressure of gasoline sold from June 1 through September 15 of each year must not exceed 7.0 pounds per square inch in the counties of Wayne, Oakland, Macomb, Washtenaw, Livingston, Monroe, St. Clair, and Lenawee.