

# **BUSINESS START UP CHECKLIST**

## **Contact the Planning/Zoning Department - Lorraine Grabinski 231-777-2555 ext. 1132**

### ***Check the Zoning***

Zoning districts have land uses that are allowed by right and land uses that are allowed with a special use permit. There are different zoning districts for different types of businesses uses. Businesses must be located in the appropriate zoning district. You should always check the zoning before making any decisions on a new business location. The Zoning Administrator can assist you with any questions about the zoning of properties.

### ***Change of Use***

**After confirming the zoning district is appropriate for your type of business, you should** know the building use of the previous tenant(s). You may be required to obtain a special use permit. A change of use may also require more water and/or sewer fees be paid. Any fees owing must be paid before a building permit will be released.

## **Contact the Inspections Department - Kim Barry 231-777-2555 ext. 1127**

### ***Check Building Status***

It is important to know the previous use of the building. Check to see if your proposed business is considered a change of use according to Building and Fire Codes and what requirements must be met if it is. The Zoning Administrator or Inspection Department can check the type and status of an occupancy certificate.

### ***Check for Building Issues***

The Zoning Administrator or Inspection Department can check on any known, outstanding violations with both zoning and building issues. They can also advise you of items required by the township inspectors before you can open your doors for business.

### ***Apply for Permits***

Any changes or alterations to the building including electrical, plumbing or mechanical systems require a permit be obtained before any work is started. The Zoning Administrator or Inspections Department can give you information for the process to follow.

### ***Check for Sign Regulations***

The Zoning Administrator can advise what size and type(s) of signs are allowed. Permits may or may not be required, depending on what is existing or will be newly installed. Building and electrical (if lighted) permits are required unless you are only replacing a panel. Always check with the Zoning Administrator before any work on signs is started.

## **Register Your Business License - Robyn McKenna 231-777-2555 ext. 1138**

### ***Business License Required***

All businesses in Muskegon Charter Township are required to obtain and annually renew a business license through the Clerk's Office. The Zoning Administrator can assist you in obtaining the application.

## **Contact the Assessing Department - Neda Bunker 231-777-2555 ext. 1125**

### ***Personal Property Tax***

The Zoning Administrator can direct you to the Assessing Department to discuss personal property taxes if you are unfamiliar with them.

**A flow chart for possible requirements is on the reverse side. The Zoning Administrator can advise you of the estimated time frame for your business to start operating, and any additional fees you will incur such as a Plan Review Fee. She can be reached at 231-777-2555 ext. 1132.**

