

# NEW BUSINESS NOTIFICATION

City of Grand Haven, 20 N. Fifth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Fax: (616) 844-2051 Website: [www.grandhaven.org](http://www.grandhaven.org)

Per Section 21-2 of the City of Grand Haven Code of Ordinance:

*No person shall, directly or indirectly, operate, conduct, maintain or manage any business, trade, profession or occupation, whether or not a license is required by this Code, unless such person completes a onetime New Business Notification form, registering the business, trade, profession or occupation with the office of the City Clerk. New Business Notification shall be made in accordance with such instructions as may be provided with an application which shall include the name and address of the new business, description of the business activity and business owner contact information (name, address and phone number).*

## 1. Business Owner Information

Name of Business Owner: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

After Hours Business Phone (in case of Emergency) #: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Business Location Information

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

Business Location Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Is Proposed Business (Use) Permitted in the Subject Zoning District?  Yes  No  Don't Know

## 3. Description of Business Activity:

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

## 4. Important Information:

Please be aware that the City of Grand Haven has adopted codes that may affect your business. This may include, but not limited to: Fire Code (storage of chemicals), Property Maintenance Code and Zoning Ordinance (required parking, permitted signage and whether you can operate your type of business in the subject zoning district). In addition, prior to starting any interior or exterior remodeling improvements, you must first obtain all required building, electrical and/or mechanical permits. We strongly encourage you to contact the Planning & Community Development Department or visit the City's website at [www.grandhaven.org](http://www.grandhaven.org) to learn more.

## 5. City Contact Information

Planning & Zoning: 616-847-3490

Building Department: 616-847-3490

Fire Department: 616-842-3460

