

CITY OF MUSKEGON

BUSINESS START-UP CHECKLIST

1. **Contact the Planning & Economic Development Department (231) 724-6702**

✓ **Check the Zoning**

Businesses must be located in the proper zoning districts. Never purchase or lease a building or lot without first checking the zoning. The Zoning Administrator will be able to assist you with any questions you have about zoning.

✓ **Change of Use?**

Although your potential business may be zoned properly, the use of the building may be different from the previous tenant. Check to see if it is considered a change of use and what requirements must be met.

2. **Contact the Inspections Department (231) 724-6715**

✓ **Check the Occupancy Status**

Check on the type and status of any occupancy permit. If your proposed business is considered a building code change of use, there may be additional requirements.

✓ **Check for Building Issues**

Check for any known violations or outstanding issues with the building.

✓ **Apply for Permits**

Any changes of use or alterations to the building, including electrical, plumbing or mechanical systems require a permit before any work is started. Also, be sure to get a permit for any new signage.

3. **Contact the City Clerk's Department (231) 724-6705**

✓ **Register your Business with the City**

All businesses must be registered with the City of Muskegon. Contact the City Clerk's department to register your business.

4. **Contact the Income Tax Department (231) 724-6770**

✓ **Register your Business with the City to withhold local taxes for employees.**

All employees working in the city must pay our local income tax, 1% for residents and ½% for non-residents.