

How to Start a Business in the City of Muskegon

Obtain Zoning Approval

- Contact the Planning Department at 724-6702 or in room 202 to find out if your business is permitted at its location per the zoning ordinance.
- If it is not permitted, ask about certain exemptions (special land use permit, variance, rezoning, etc.) that may apply
- If it is permitted, ask if you need a zoning permit or if you are already pre-approved. You may be required to apply for a permit or submit a site plan or you may already be pre-approved.
- Find out regulations on signage, parking and other general standards.
- Ask about any economic development incentives (grants, loans, tax abatements, etc.) that may be available for your project.

Obtain a Building Permit

- After receiving zoning approval, contact the Building Department at 724-6715 or in room 201 to obtain a building permit.
- Items to inquire about include:
 - o What type of permit will you need and what are the fees?
 - o Inspection schedule timeline
 - o Check to see if your contractor is registered with the city

Set Up Water and Sewer Service

- Contact the Water/Sewer Department at 724-6718 for information on fees for connectivity and any restrictions in place such as illicit discharges.
- To avoid any unexpected interruptions to your service, call and have the account placed in your name.
- Inquire about any pre-existing utility easements that may be located on the business site.

Register Your Business

- Contact the Clerk's Office at 724-6705 or in room 109 to obtain a business license.

Set Up Income Tax Withholding

- Contact the Income Tax Department at 724-6770 or in room 105 to set up income tax withholdings for your employees.