

NEW BUSINESS NOTIFICATION

Grand Haven Department of Public Safety
525 Washington Ave, Grand Haven, MI 49417
Phone: (616) 842-3460

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 Department of Public Safety or visit the City's website at www.grandhaven.org to learn more.

5. City Contact Information

Planning & Zoning: 616-935-3276

Building Inspections: 616-842-3496

Fire Department: 616-842-3460

