

BUSINESS START UP CHECKLIST

CONTACT THE ZONING ADMINISTRATOR – Lorraine Grabinski 231-332-6706

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 business 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 and/or property or building enforcement issues.

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 additional water and/or sewer fees be paid. Any fees owing must be paid before a building permit will be issued.

CONTACT THE BUILDING INSPECTOR – Troy DeBrot 231-332-6705

Check the 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 the Michigan Building and Fire Codes and what requirements must be met if it is a change of use.

Apply for building permits

Any changes or alterations to the building including electrical, plumbing or mechanical systems require a permit be obtained before any work is started.

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 permits and electrical permits (if lighted) are required for new signs and some alterations. Always check with the Zoning Administrator before any work on signs is started.

CONTACT THE TOWNSHIP ASSESSOR – Sheryl Moss 231-332-6707 Tuesday only at Dalton Township Hall

Your new business may be assessed personal property taxes. Please contact our Assessor for details.