



Open for Business in Grand Rapids!

This checklist complements the more detailed information in the online [Business Guide](#). It includes resources and City requirements for a typical business and may not be exhaustive. The absence of an item from this checklist does not constitute a waiver. While some items related to external agencies are included, it remains the business owner's responsibility to communicate with and meet the requirements of all relevant local, state, and federal agencies.

YES NO

FOR MORE INFORMATION

Have you checked the entrepreneurial resources available in our community to help your business?	Economic Development Office (616) 456-3431
Have you checked into financial incentives available in our community to help your business?	Economic Development Office (616) 456-3431
Have you identified a location for your business?	Economic Development Office (616) 456-3431
Is a special planning/zoning approval required to operate in your location or line of business?	Planning Office (616) 456-4100
Will structural or building system modifications be needed to operate in your building?	Building Inspections Office (616) 456-4100
Do you understand the applicable license and permit requirements of the State of Michigan?	http://michigan.gov/business
Is/are City-issued business license(s) required?	City Clerk (616) 456-3017
Is/are construction permit(s) required?	Building Inspections Office (616) 456-4100
Is/are Fire Department permit(s) required?	Fire Department (616) 456-3900
Will you install a sign (including an awning that functions as a sign)?	Planning Office (616) 456-4100
Do you want to use the City right-of-way (sidewalk, parkway, street) for construction or business purposes, either temporary or permanent?	Engineering Department (616) 456-4100
Have you registered your "Doing Business As" name with the Kent County Clerk?	Kent County Clerk (616) 632-7640
Is a Kent County license (e.g., for food service) required?	Kent County (616) 632-7590
Have you made arrangements to start electric utility service?	Consumers Energy (800) 805-0490
Have you made arrangements to start gas utility service?	DTE Energy (800) 477-4747
Have you made arrangements to start water utility service?	Grand Rapids Water System (616) 456-3200
Have you made arrangements to start recycling & refuse service?	Grand Rapids Public Services (616) 456-3232
Have you made arrangements to start other necessary utilities and services (i.e., internet)?	
Have you checked the amount your business will have to pay in property taxes, if applicable?	City Treasurer (616) 456-3020
Have you checked the amount your business will have to pay in income taxes, if applicable?	Income Tax Office (616) 456-3415
Have you registered your business with the City's Income Tax Department?	Income Tax Office (616) 456-3415
Have you checked the amount your business will have to collect and transfer in sales taxes, if applicable?	Michigan Treasury (517) 373-3200
Have you checked into unique requirements that may apply to your business, including federal requirements?	