

Business Start-Up Regulation Information

How to Succeed at Business in the
West Michigan Area

Start-Up Information Pamphlet



Michigan Township Services-Allegan, Inc.

111 Grand Street
Allegan, MI 49010
(269) 673-3239
1-800-6265964
Fax (269) 673-9583

Email mtsalleg@accn.org
www.michigantownshipservices.org

Important Contacts

Michigan Township Services

(269) 673-3239 • 1-800-626-5964
Building Inspector – Dan Poll
Zoning Administrator – Patrick Hudson
Administrative Assistants –
Lisa McNutt
Tasha Smalley

Driveways

Allegan County Road Commission
(269) 673-2184
Van Buren County Health Department
(269) 674-8011

Environmental Health

Allegan County Environmental Health
(269) 673-5411
Van Buren County Health Department
(269) 621-3143

Soil Erosion & Sediment control

Allegan County
1-800-626-5364
Allegan County Health Department
(269) 673-5415
www.allegancounty.org/health
Van Buren County
(269) 657-8241

Building, Electrical, Mechanical & Plumbing Permit Information

Michigan Township Services
(269) 673-3239 • 1-800-626-5964

Other sources of Help, Information and Assistance

Allegan County Offices

Clerk - (269) 673-0450
Register of Deeds – (269) 673-0390

Van Buren County Offices

Clerk – (269) 657-8128
Register of Deeds – (269) 657-8242

Small Business & Technology Development Centers

Regional Center

MI-SBTDC
Kalamazoo College
3110 Schneider Hall
Western Michigan University
Kalamazoo, MI 49008-5416
Phone: (269) 387-6004
Fax: (269) 342-6035
Email: sbtcd@kzoo.edu

Free Counseling

- Accounting & Records
- Financing
- Business Management
- Government Regulations
- Business Planning
- Sales & Marketing
- Financial Analysis
- Personnel
- Financial Forecasting

We want you to succeed.

The key to success is a business plan. There are excellent resources available to help you with a business plan. If you need help, or a reference, read this brochure...or call us.

A key element of your business plan is to secure all required permits and approvals, and know what fees and expenses may be expected.

As you start your business plan you need to be aware of the following requirements – **Be Prepared!**

Are you taking over an existing business to operate *as-is*?

- Do you need to make some interior alterations? Contact the Building Inspector.

Are you operating the same type of business but need to alter the structure?

- All alterations to the structure require a building plan review.
- All additions must have a professionally drawn site plan and floor plan that must be approved by the Planning Commission.
- Contact our staff for any permits that may be required.

Will you be changing the use of the structure to another type of business?

- Check with the Zoning Administrator to make sure the proposed use is allowed.
- A design professional must be involved at this point. Buildings must be brought up to code for new use; construction documents for the upgrade must be prepared by a registered Architect or Engineer.
- You must submit a site plan to the Planning Commission for a formal review (see the Zoning Administrator to get a copy of the *Site Plan Review Process*). This process can take two months or more, especially if your plans are different than the Ordinance allows.

Will you be constructing a new structure?

- Site plan review is required by the Planning Commission; contact Zoning Administrator. The Process takes 3 to 8 weeks. It is always best to try and design your plans in accordance with the Zoning Ordinance. The more deviations you want, the longer the process takes.
- For some uses a Special Use Permit is required. This involves a public hearing before the Planning Commission and additional fees and site requirements. This process takes a minimum of 6 weeks.

Do you want to run a business out of your home?

- Special Use Permits are sometimes required.
- Sign permits may be required.
- Contact the Zoning Administrator for Zoning Requirements.

Do not forget to budget for fees in your business plan. Some of the fees may include:

- Site Plan Review
- Special Use Permit
- Zoning Board of Appeals-Variance
- Planned Unit Development
- Rezoning
- Sign
- Design Professional
- Building, Electrical, Mechanical, Plumbing and Commercial Plan Review fees **based on estimated cost of the project.**

Are you asking, “What have I gotten myself into?”

Michigan Township Services can help guide you through your business plan. You have chosen to be an entrepreneur; this is an honored profession in America. It demands self-reliance. Our economic system also requires that everyone play by the rules. Our staff knows the rules and can help you get started in the right direction.