



Home Occupation Business

The city of Kentwood encourages its residents to pursue greater independence and financial resources through the creation of home based businesses. Such occupations provide a wide range of opportunities for the citizens of Kentwood and serve as incubators for new businesses. Home occupations help enhance economic development in our region.

However, care must be taken to ensure that such businesses do not substantially detract from the quality of life of our neighborhood and the safety and welfare of our citizens. To accomplish these goals the city of Kentwood, through the Zoning Ordinance, has established standards of operation to limit the scale and impact of such businesses.

In order to gain City authorization of a home occupation business, the resident must first complete a *Home Occupation Business Application*. The application identifies the Kentwood ordinance standards. In addition to the application, an inspection of the home's business area is required to ensure the ordinance standards are met. The applicant must contact the Kentwood Planning Department (554-0810) to schedule and inspection. A working smoke detector must be in close proximity to the business area and a functional fire extinguisher must be on the premises to meet Fire Department standards. A one time application/inspection fee of \$25.00 is required at the time of application. As long as the business operates within the standards of the Kentwood Zoning Ordinance it is entitled to be conducted from the residence. It is not necessary to annually renew the authorization of the business.

Please forward your questions and/or application and fee to:

City of Kentwood
Community Development Department
4900 Breton Avenue, SE
P.O. Box 8848
Kentwood, MI 49518-8848

Phone: (616) 554-0810

Small Business Assistance Services

Agency

Kent County Clerk
300 Monroe Avenue, NW
Grand Rapids, MI 49503

Phone: (616) 632-7640
Web: www.accesskent.com

Services

Register an assumed business name.
\$10.00 fee for a five year registration

Michigan Department of Licensing and Regulatory Affairs

Michigan Corporation Division
P.O. Box 30054
Lansing, MI 48909

Phone: (517) 241-6470
Fax: (517) 241-0538
Web: www.dleg.state.mi.us/bcs_corp/sr_corp.asp

To determine if a business name is available for use.

U.S. Internal Revenue Service

Local Office:
3251 N. Evergreen Drive, NE
Grand Rapids, MI 49525

Phone: 1-800-829-4933 (assistance for businesses)
Phone: (616) 365-4700 (local office)
Web: www.irs.ustreas.gov

Employer identification number (EIN)

IRS small business workshops, programs, and information

Michigan Department of Treasury

Grand Rapids Field Office
State Office Building, 2nd Floor
350 Ottawa Street, NW; Unit 17
Grand Rapids, MI 49503-2340

Phone: (616) 356-0340 (Audit Division)
Phone: (616) 356-0300 (Collection Division)
Web: www.mi.gov/treasury

State of Michigan tax information

Michigan sales tax number

Wyoming-Kentwood Area Chamber of Commerce

921 - 47th Street, SW
Wyoming, MI 49509

Phone: (616) 531-5990
Fax: (616) 531-0252
Web: www.southkent.org/wkacc/

General business information

Regional networking

Small Business Assistance Services

Agency

Services

Grand Rapids Area Chamber of Commerce

111 Pearl Street, NW
Grand Rapids, MI 49503

Phone: (616) 771-0300

Fax: (616) 771-0318

Web: www.grandrapids.org

General business information

Regional networking

Michigan Small Business & Technology Development Center

Start-up and small business counseling, business tools, seminars, and information

GVSU DeVos Center
GVSU Seidman College of Business
401 W. Fulton Street
Grand Rapids, MI 49504

Phone: (616) 331-7370

Web: www.misbtcd.org

Michigan Economic Development Corporation

Business start-up information

300 N. Washington Square
Lansing, MI 48913

Business expansion and development

Phone: (888) 522-0103

Web: www.michiganadvantage.org