



Permit Guide New Business Owner Information Sheet

WHAT EVERY NEW BUSINESS OWNER SHOULD KNOW OR ASK

Prior to opening a business, we highly encourage individuals to explore the below considerations and utilize City department staff as a resource. This information is provided to assist anyone interested in opening a business in the City of Battle Creek.

DISCLAIMER: This is not an exhaustive list nor does it necessarily include all information relative to a property or its' use. The following is a list of questions a business owner should consider asking the City of Battle Creek prior to choosing a location for their place of business. This information is not intended to create a contractual agreement and is subject to change without notice.

PLANNING & ZONING

Room 117—(269) 966.3320

The Planning & Zoning Division is responsible for providing information relative to land use regulations including allowable uses of a property, as well as the type and placement of building and property improvements parking, dumpster, landscaping. Please contact this division to ensure how you want to use a property; is allowed by zoning, and that any proposed building additions or property improvements are permitted.

- What is your proposed use of the property, is it allowed there? Every property in the city is in a zoning district; each district outlines the allowable uses for that district. Do not assume that a property being used in a certain way is compliant with the ordinances.
- Are you considering any building / property improvements—additions, fencing, parking areas, signage, etc.? If so, please determine what you want to build, where it will be placed, and the specifics (type, height, etc.) also call Planning / Zoning to make sure what you are proposing is allowed by zoning. Along with the process for approvals.
- Does the property meet the ADA rules for accessibility? Will it require changes to meet compliance?

ASSESSING

Room 104—(269) 966.3369

The Assessing Department is responsible for maintaining ownership, address, principal residence exemptions, sales, and land and building details for about 25,000 parcels located within the City.

ALL PROPERTY OWNERS

- Verify current mailing address
- Verify information on the property record card
- Do you want to split or combine properties? If so, fill out a split / combo application. Also see PLANNING & ZONING

NEW PROPERTY OWNERS

- Make sure you have filed a Property Transfer Affidavit
- If you have an unrecorded Land Contract, please provide a fully executed copy
- Are you going to occupy the property? See CODE COMPLIANCE below
- Are there any covenants, caveats or any regulatory impositions on the property?
- Are any State licensing or regulations required for your proposed use?
- Are there any underground storage tanks?



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CODE COMPLIANCE and INSPECTIONS

Room 117—(269) 966.3387

The City of Battle Creek Code Compliance Division enforces City ordinances addressing all blight and nuisance codes related to a property. This includes property maintenance for minimum code standards, vacant / abandoned and dangerous buildings, junk and trash, inoperable vehicles. Code Officials work throughout the city to maintain the appearance and safety of our community.

The City of Battle Creek Inspections Division enforces State Codes to all residential and non-residential structures to include building, electrical, mechanical, and plumbing codes.

- Is the property going to be owner occupied?
- What is the current building type and use group, does it fit into what your proposed business use will be?
- Does the property have a certificate of occupancy? Will a change of occupancy be needed due to a change in the use?
- Does the property currently have any pending violation enforcements?
- If there are any pending enforcements and it is being sold, the owner and purchaser must submit a Transfer of Ownership within 10 days of the transfer.
- Do the pending violations require a permit to complete repairs?
- Is the property in the vacant / abandoned process? If yes, what is the violations and process for removing from list? Commercial
 - 6 to 24 months—PMC Inspection required
 - More than 24 months—Safety Inspection required

TREASURER

Room 105—(269) 966.3325

Property taxes are mailed two times each year—July and December. Ask about the following:

ARE THERE ANY

- Potential special assessments which include but are not limited to:
 - Unpaid invoices for mowing of noxious weeds
 - Unpaid invoices for vacant / abandoned structure monitoring
 - Unpaid utilities
- Delinquent taxes owed (current and previous years)?
- Where is the tax bill being mailed (escrow agent, property address, other taxpayer)?
- If also buying a business and its assets, are there delinquent personal property taxes?



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UTILITIES: WATER, SEWER & GARBAGE

Room 107—(269) 966.3366

The City of Battle Creek is the sole source of water and sewer service for all customers whose property has been properly hooked up to the city’s lines. Not all properties have city water or sewer. Refuse pick up is a required service for all commercial customers. State laws and City Ordinances allow for some unpaid utilities to become a lien on the property.

- All customers, whether owner or tenant, must complete an application for service, provide legal documentation for occupying the premises (typically a fully executed deed, land contract or lease) and photo identification. This must be done in person in the Utility Billing Office (Room 107);
- Verify which services are provided for the property;
- Verify if water is presently on or off;
- Verify if there is an active account for proper billing;
- Check for potential unpaid utility bill (water, sewer and / or garbage) that may become a lien on the property;
- Is this going to be a rental? If yes, make certain the lease is between owner and tenant; signed by owner. Certain legal documents are required to represent a corporation or LLC—Ask about these;
- See Code Compliance for proper rental registration and permitting;
- Is a backflow prevention device required and installed;
- Is a grease trap required and installed;
- Existing or proposed curb cuts, any modifications to existing vehicle access points.

COUNTY OR STATE GOVERNMENTS

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| Is a license required from Calhoun County health department? | 269-969-6370 |
| Is a DBA required from Calhoun County Clerk | 269-781-0707 |
| State of Michigan LARA | 517-373-1820 |
| State of Michigan MIOSHA | 517-373-1820 |