



Business Registration Procedure

Before Submitting Business Registration to City of Manistee Clerk:

- STEP 1.** Contact Planning and Zoning – Theresa Waldo, 70 Maple Street, (231) 398-2805, twaldo@manisteemi.gov
- Must have approval from Planning & Zoning administrator to move to next step
- STEP 2.** Contact Manistee City Fire Department – 281 1st Street, (231)723-1549
- Schedule inspection
 - Complete all necessary requirements of Fire Department
 - Must have approval from Fire Department to submit application
- STEP 3.** Submit completed application & \$75.00 fee to City Clerk – 70 Maple Street (231) 398-2803



BUSINESS REGISTRATION APPLICATION

<p><i>APPLICANT / OWNER</i></p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p>	<p><i>BUSINESS INFORMATION</i></p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p>									
<p><i>EMERGENCY CONTACT INFORMATION</i></p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p>	<p><i>PREVIOUS BUSINESS AT THIS LOCATION</i></p> <p>Name: _____</p> <p>Description: _____ _____</p> <p>Previous Owner: _____</p>									
<p>Description of Business: _____</p> <p>Tentative opening date: _____ Lease beginning date: _____</p> <p>Permanent or Transient Business: _____</p> <p>Prior business ownership in past two (2) years (if any): _____</p> <p>Signature of Applicant: _____</p>										
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Fee: \$75.00</td> <td style="width: 33%; text-align: center;">OFFICE USE ONLY</td> <td style="width: 33%; text-align: right;">Receipt# _____</td> </tr> <tr> <td>Parcel #: 51-51- _____</td> <td></td> <td></td> </tr> <tr> <td>Zoning Approval: _____ <div style="text-align: center; font-size: small;">Initials/Date</div></td> <td style="text-align: center;">Fire Inspection: _____ <div style="text-align: center; font-size: small;">Initials/Date</div></td> <td></td> </tr> </table>		Fee: \$75.00	OFFICE USE ONLY	Receipt# _____	Parcel #: 51-51- _____			Zoning Approval: _____ <div style="text-align: center; font-size: small;">Initials/Date</div>	Fire Inspection: _____ <div style="text-align: center; font-size: small;">Initials/Date</div>	
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<p>Registration Approval by City Clerk: _____</p> <p>Issue Date: _____</p>										