

We're here to help!

This brochure has been designed to assist both new and current business owners in the City of Manistee.



Downtown Development Authority
231.398.3262
www.manisteedowntown.com

Manistee Chamber of Commerce
231.723.2575
www.manisteechamber.com

A note from the City Assessor

Personal Property Taxes

Recently there have been changes to the reporting requirements of the Commercial /Industrial personal property. Some businesses are eligible for an exemption under these changes.

Links to both the [Personal Property Statement Form 632](#) and [Affidavit to Claim Small Business Exemption under MCL211.9o\(0\) Form 5076](#) can be found on the City's Web Page.

The exemption form **MUST** be filed with the Assessor's office by February 20. Please call the assessor's office if you have any questions regarding qualifications for the Exemption. Taxes are due August 20 and February 14.



Molly Whetstone
City Assessor
231.398.2802
mwhetstone@manisteemi.gov

Business Owners Informational Handout

70 Maple Street
Manistee, MI 49660
www.manisteemi.gov



2023

Information Available

Application Forms and Ordinance Information is available on the City's Web Page
www.manisteemi.gov

Business Registration

In the event of an emergency, contact information needs to be on file with the Fire and Police Departments. This is done through Business Registration. Registration is required before relocating, opening, or the transfer of ownership. This also verifies compliance with Zoning and Fire Codes.

Heather Pefley
City Clerk
231.398.2803
hpefley@manisteemi.gov

Except for Parking Lots, Parking in the Central Business District has a two-hour time limit

Permits

Zoning - Staff in the Planning and Zoning Department are available to help new businesses find locations for their business. Before purchasing or leasing a building the business owner should verify that Zoning allows the business at that location (even if a business is currently or previously has been permitted at that location).

Historic District Requirements

Historic Downtown Manistee has the distinction of being listed on the National Register of Historic Places. Please check to see if your building is in the district and if any permits are required.

Signs – Signs are an important part of operating a business. Prior to purchasing a sign, the business owner should check to find out if a permit is required and if there are size requirements or any limitations for the proposed sign. *For example: Feather flags (see photo below) are not permitted beyond initial opening, do not waste your money! Call Planning & Zoning if you have any*



Theresa Waldo M.M.
Community Development Director
70 Maple Street, 2nd Floor
231.398.2805
twaldo@manisteemi.gov

Some Businesses may require additional reviews that have not been covered in this Brochure.

Assumed Name/DBA Information

DBA Registration Forms are available in the County Clerk's Office. The form requires a Notarized Signature. A DBA preserves the name of your business in Manistee County only and is valid for a period of 5 years.

Lindsey Marquardt, County Clerk
Manistee County Courthouse
415 Third Street
Manistee, MI 49660
231.723-3331
clerk@manisteecountymi.gov

Fire Inspection Program

The Fire Department conducts a fire inspection program for commercial properties in the city. The purpose of the inspection is to ensure that buildings meet fire safety standards so that the occupants and public can be as safe as possible.

Fire Department
231.723.1549