



July 8, 1996

HOME OCCUPATION BUSINESSES

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 serves as incubators for new businesses. Home occupations 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 neighborhoods and the safety and welfare of our citizens. To these goals the City of Kentwood, through the Zoning Ordinance, has established standards of operation to limit the scale and impacts of such businesses.

In order to gain City authorization of a Home Occupation Business, the resident must first complete the attached application. The application identifies the Kentwood ordinance standards. In addition, an inspection of the home's business area is required to ensure the ordinance standards are met. Each applicant must contact an inspector from the Community Development Department to schedule the inspection. The inspector may be reached at 554-0705. 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 \$25.00 inspection is required at the time of application. It is not necessary to annually renew the authorization of the business. As long as the business operates within the standards of the Kentwood Zoning Ordinance, it is entitled to be conducted from the residence.

Please forward your question, application and fee to:

City of Kentwood
Community Development Department
4900 Breton Avenue, SE
P. O. Box 49518
Kentwood, MI 49518-8848
Phone: (616) 554-0707

HOME OCCUPATION BUSINESS APPLICATION

BUSINESS NAME: _____

APPLICANT: _____

BUSINESS LOCATION: _____

TELEPHONE: _____

The following standards for Home Occupation Businesses are contained in Section 3.18 of the Kentwood Zoning Ordinance No. 9-02.

SECTION 3.18 HOME OCCUPATIONS

Home occupations are permitted as residential accessory uses in any Residential District, subject to the following requirements.

- A. Home occupations shall be approved by the Zoning Administrator, who may issue an approval upon receipt of a letter from the applicant stating an intent to comply with the requirements of this Section and the specific measures by which compliance will be maintained.
- B. No person other than members of the immediate family residing on the premises shall be engaged in the home occupation.
- C. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty percent (20%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- D. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation other than one (1) sign not exceeding two (2) square feet in area, non-illuminated, and mounted flat against the wall of the main building.
- E. The home occupation shall be operated in its entirety within the main building.
- F. There shall be no sale of products or services except as are produced on the premises by the home occupation.
- G. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in the Residential District in which it is located, and any need for parking generated by the conduct of the home occupation shall be met off the street on the property's driveway.

H. No equipment or process shall be used in the home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises, if the occupation is conducted in a single family dwelling, or outside the dwelling unit if conducted in other than a single family residence. In case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or cause fluctuation in line voltage off the premises.

DESCRIPTION OF BUSINESS:

I hereby acknowledge that I have read and understand the above standards for a home occupation and certify that my business conforms to these standards. Failure to abide by these standards shall be cause to cease operation of this business from my residence.

Signature _____
Date

To be completed by the City of Kentwood:

Home Inspection conducted and approved by _____

Receipt No. _____ Amount: _____

I hereby certify that the above described business qualifies as a home occupation as set forth by the City of Kentwood Zoning Ordinance and administrative policies.

Signature _____
Date

Title



REFERRALS TO SMALL BUSINESS ASSISTANCE SERVICES

AGENCY

Kent Country Clerk
300 Monroe Avenue, NW
Grand Rapids, MI 49503
Phone: (616) 336 - 3550
<http://www.co.kent.mi.us>

**Corporation, Securities and Land
Development Bureau, Michigan Dept.
of Consumer & Industry Services**
Phone: (517) 241 – 6470
<http://www.cis.state.mi.us/corp/>

U.S. Internal Revenue Service
Phone: (606) 292 – 5467
Fax: (606) 292 – 5760

Phone: (313) 628 – 3950
<http://www.irs.ustreas.gov>

Michigan Department of Treasury
350 Ottawa Avenue, NW
Grand Rapids, MI 49503
Phone: (517) 373 - 0884
<http://www.treas.state.mi.us>

SERVICES

To register an assumed business name.
\$10 fee for 5 year registration (11/2000)

To determine if a business name is
available for use

Employer identification number (EIN)

IRS Small Business Workshops and
Small Business Tax Education (STEP)
Programs

State of Michigan tax information
Michigan Sales Tax number

AGENCY

Grand Rapids Area Chamber of Commerce

111 Pearl Street, NW
Grand Rapids, MI 49503
Phone: (616) 771 – 0300
Fax: (616) 771-0318
<http://www.grandrapids.org/>

Small Business Center
Phone: (616) 771 – 0330

Michigan Economic Development Corp.

Phone: (517) 373 – 9808
<http://medc.michigan.org/>

Small Business Development Center at Grand Valley State University

Phone: (616) 336 – 7370
Fax: (616) 771 - 6693

SERVICES

General business information
Regional Networking

The Small Business Center offers start-up
and small business counseling and information.
Services offered include:

SCORE (Service Corps of Retired Executives)
dedicated to helping the small business community
through no-fee mentoring and business counseling,
as well as low cost workshops.

The Business Assistance Program provides
business assistance through one-to-one counseling.

Business start-up information
Business expansion and development services
Required permits/licenses

Assistance in starting up a small business
Assistance includes providing no-cost business
Management consulting and low-cost training