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 $50.00 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	Services
Kent County Clerk 300 Monroe Avenue, NW Grand Rapids, MI 49503 Phone: (616) 632-7640 Web: www.accesskent.com	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 GVSU DeVos Center GVSU Seidman College of Business 401 W. Fulton Street Grand Rapids, MI 49504 Phone: (616) 331-7370 Web: www.misbtdc.org	Start-up and small business counseling, business tools, seminars, and information
Michigan Economic Development Corporation 300 N. Washington Square Lansing, MI 48913 Phone: (888) 522-0103 Web: www.michiganadvantage.org	Business start-up information Business expansion and development