

# City of Harbor Springs

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## Guidelines for Opening a New Business in Harbor Springs

The three steps to satisfy the City requirements for your new business are:

1. Zoning approval
2. Business license
3. Sign permit

### 1. Zoning Approval - compliance with applicable zoning regulations

- If you are opening a business in an existing building, and your new business is a use like or similar to the prior business at that location (e.g. retail to retail), the City Manager may approve your commercial zoning application.
- If you are opening a business in an existing building, but the use will change, you may be required to provide additional off street parking.
- If you are proposing an addition to an existing building, site plan approval from the Planning Commission is required, and your parking requirement may change.
- If you are planning to build a new building, site plan approval from the Planning Commission is required.

Note: The Planning Commission meets once a month, usually on the third Thursday. Applications to the Planning Commission are due from 10 days to 3 weeks prior to the meeting, so please plan ahead to avoid unnecessary delays.

### 2. Business License

- After zoning approval has been obtained, you may apply for a business license at City Hall. The first year fee for a business license is \$100.00, which is good until May 31 of the following year.
- Following the first year, your business will be placed on the personal property tax roll. No renewal for the license is required.

### 3. Sign Permit

- If you wish to place a sign at your business location, approval of your sign is required. A sign permit application must be filed to obtain approval prior to the installation of any signage. Sign regulations for each zoning district can be found in the Zoning Code.