

*So, you want to open a business in the City of Howell? You've come to the right place!*

Whether you have a downtown boutique, a restaurant, a manufacturing facility, a technology firm, or something entirely different, we're here to help you with what you need to know to locate or grow your business in Howell.

We want to make your experience a good one. One of our staff will be with you every step of the way—offering a “concierge service” for business!

## ***What type of business are you considering?***

Manufacturing, industrial,  
services or tech company

- Call the Howell Community Development Office at (517) 546-3861
- This office will help with site selection, permits, incentives and zoning questions
- You'll work with a staff person to assist you during the entire process.

Retail, restaurant or business  
in downtown or commercial  
corridor

- Contact the Main Street Downtown Development Authority staff at (517) 545-4240.
- This office can guide you to available properties and assist with information you need on permits for building improvements, liquor licenses, outdoor dining and signs.
- There are special incentives available to locate in our historic downtown area.

Are you an entrepreneur?

- Interested in doing a technology start up or have an idea for a new product or service? The City of Howell welcomes you!
- Contact the Howell Downtown Development Authority for assistance. (517) 545-4240.

Community Development  
Dept.  
611 E. Grand River Ave.  
Howell, MI 48843  
Ph. (517) 546-3861  
Fax (517) 546-6030

For questions on opening a  
business in Howell please  
contact:

Tim Schmitt, Community  
Development Director  
[tschmitt@cityofhowell.org](mailto:tschmitt@cityofhowell.org)

Cathleen Edgerly, DDA  
Director  
[cedgerly@cityofhowell.org](mailto:cedgerly@cityofhowell.org)

Applications are available  
online at  
[www.cityofhowell.org](http://www.cityofhowell.org)  
and  
[www.downtownhowell.org](http://www.downtownhowell.org)



## Are you deciding if the City of Howell is the right place for your business?

Review the latest market study and downtown profile for the City of Howell. This document shows residential demographics by drive time for the area in and around Howell, as well as business segments that are under-represented and may present an opportunity. [www.cityofhowell.org/CommunityDevelopment](http://www.cityofhowell.org/CommunityDevelopment)

### RESOURCES:

**City of Howell  
Community Development Department**  
*Assistance with planning, zoning, permits and occupancy for businesses, building owners, and residents*

611 E. Grand River Avenue; Howell, MI 48843  
(517) 546-3861  
[www.CityofHowell.org/CommunityDevelopment](http://www.CityofHowell.org/CommunityDevelopment)

**Howell Main Street and  
Downtown Development Authority**  
*Support to building and business owners in downtown Howell, educational and networking events, special incentives, historic preservation, community partnerships and volunteer opportunities*

611 E. Grand River Avenue; Howell, MI 48843  
(517) 545-4240  
[www.DowntownHowell.org](http://www.DowntownHowell.org)

**Howell Area Chamber of Commerce**  
*Business advocacy, educational and networking opportunities, free business counseling through SCORE, and entrepreneurial resources called LEG UP!*

123 E. Washington Street; Howell, MI 48843  
(517) 546-3920  
[www.Howell.org](http://www.Howell.org)

**Howell Carnegie District Library**  
*Offering Business Resource Center, computers, knowledgeable staff, business reference materials*

314 W. Grand River Avenue; Howell, MI 48843  
(517) 546-0720  
[www.HowellLibrary.org](http://www.HowellLibrary.org)

**MI Small Business & Technology Development Center (Mi SBTDC)**  
*Offering a full range of services to businesses, including business plans, strategic needs assessment, market analysis, ongoing strategy development, financial analysis and access to capital.*

Livingston County MI-SBTDC  
218 East Grand River Avenue; Brighton, MI 48116  
(810) 227-5086  
[www.MiSBTDC.org](http://www.MiSBTDC.org)

**Other Information:**  
DTE Energy (electric)  
(800) 477-4747  
[www.dteenergy.com](http://www.dteenergy.com)  
Consumer's Energy (gas)  
(800) 805-0490  
[www.consumersenergy.com](http://www.consumersenergy.com)  
City of Howell (water / sewer)  
(517) 546-7510  
[www.cityofhowell.org](http://www.cityofhowell.org)

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## Application

- Building permit application submitted to Community Development Department.
- Staff reviews application for completeness. (Typically done immediately upon submittal)

## Zoning Review

- Community Development Director reviews application for compliance with zoning requirements.
- If any aspect of the application conflicts with zoning, applicant is contacted to either revise the application or apply for a variance. (1 day)

## Building Review

- Application is forwarded to Building Official who reviews for compliance with the Michigan Building Code.
- Building Official contacts applicant for clarification or changes if necessary
- Building Official approves and sends stamped plans and comments back to Community Development Office. (For small scale projects, 1-3 day review period; for larger scale projects, 7-10 day review period)

## Permit Issuance

- Community development staff receives approved plans and comments from the Building Official.
- Permit is issued and fees calculated.
- Applicant picks up and pays for permit.
- Applicant then applies for trades (plumbing, mechanical, and electrical) permits through Livingston County Building Department

## Inspections

- Contractor contacts Community Development Office to schedule required inspections.
- Inspections are conducted by Building Official.
- After project passes all final inspections (including mechanical, electrical, and plumbing approvals from the County, if applicable), a Certificate of Occupancy is issued.
- In any inspection is failed, contractor must correct the non-compliance and schedule a re-inspection.

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For questions on the permitting process or other development questions please contact:

Tim Schmitt, Community Development Director  
[tschmitt@cityofhowell.org](mailto:tschmitt@cityofhowell.org)

Livingston County Building Department  
(electrical, mechanical and plumbing permits):  
(517) 546-3240

Applications are available online at  
[www.cityofhowell.org](http://www.cityofhowell.org)



## Notes:

- Nearly all permits are reviewed within 10 business days. Timeframe varies depending on volume of permits, inspector's schedule and applicant response time.
- Separate permit applications are required for electrical, mechanical and plumbing permits and can be obtained through the Livingston County Building Department
- Inspections require 24 hours notice and are completed within 48 hours, but most inspections are completed on the following business day.
- Plans for *any* non-residential permit must be prepared by a registered design professional (architect or engineer)
- No fees are collected when applying for a permit. When a permit is issued, the applicant will be contacted with the amount due and payment is collected when the permit is picked up.

## Performance Bonds:

- All permits are subject to the following refundable performance bonds based on the estimated value of the project. These bonds are refunded to the applicant or contractor once the project passes its final inspection:
  - New single family dwelling: \$1000
  - Projects costing less than \$1,000: No bond is required
  - Projects costing between \$1,001 and \$4,999: \$250
  - Projects costing between \$5,000 and \$14,999: \$750
  - Projects costing more than \$15,000: 5% of the total project cost

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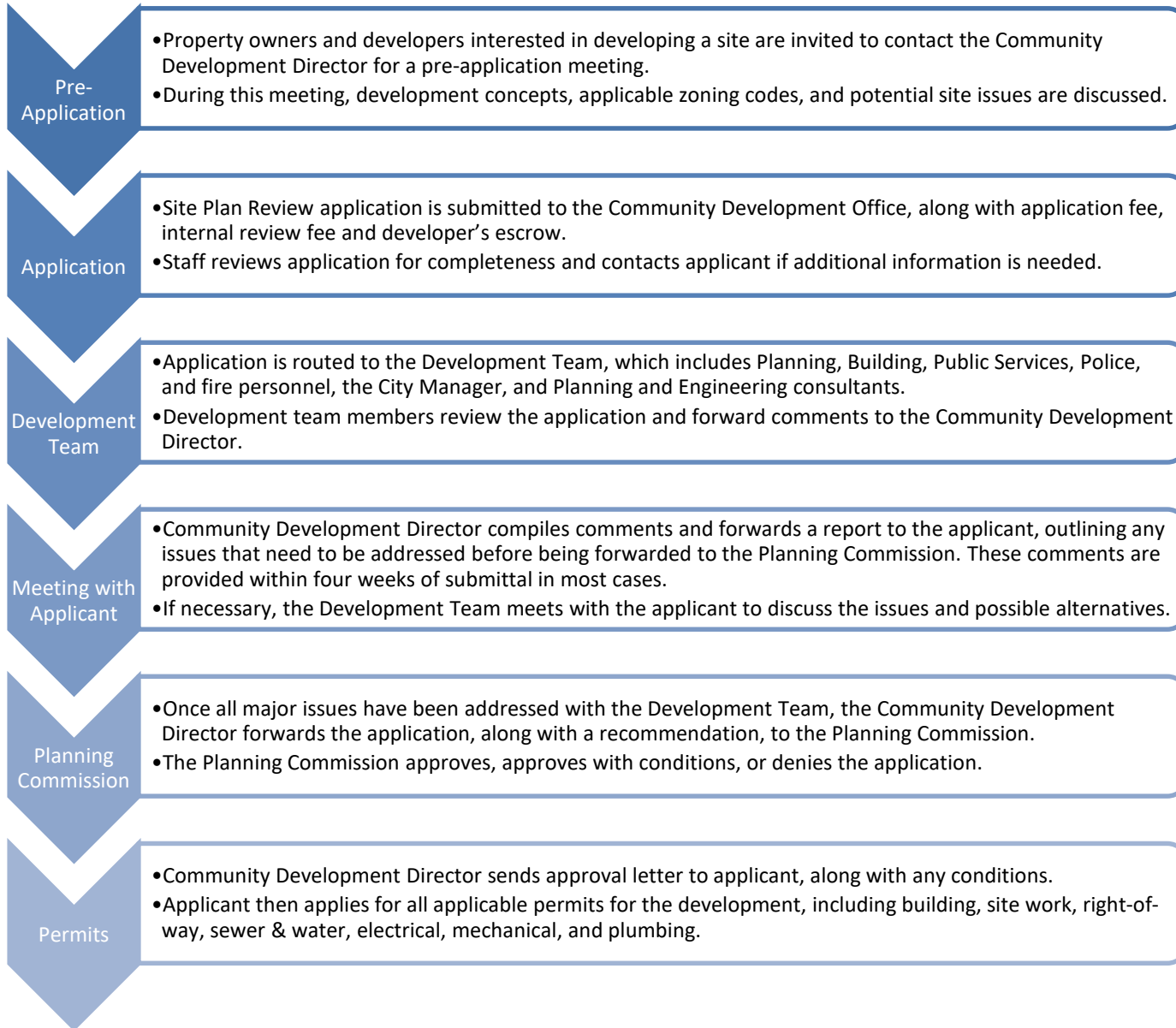
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For questions on the site plan process or other development questions please contact:

Tim Schmitt, Community Development Director  
[tschmitt@cityofhowell.org](mailto:tschmitt@cityofhowell.org)

Applications are available online at  
[www.cityofhowell.org](http://www.cityofhowell.org)



## Notes:

- Once a site plan application is received, it generally takes about three to four weeks for the Development Team to complete its initial review.
- The goal of working with the development team and encouraging pre-application meetings is to ensure that the site plan is as free of any issues that would warrant a denial at Planning Commission as possible.
- The total site plan review process generally takes 60 days or less.
- Planning Commission regular meetings are held on the 3<sup>rd</sup> Wednesday of every month
- Depending on when the application is received, an application may not be scheduled until the following month's meeting

## Site Plan Review fees:

- Site Plan Review applications are subject to the following fee schedule:
  - Site Plan Application fee (non-refundable): \$75
  - Internal Staff Site Plan Review Fee (non-refundable):  
Total Project Development Cost \* 0.005 (minimum = \$50, maximum = \$2,000)
  - Site Plan Consultant Review Escrow Deposit (unused portion is refundable):  
Total Project Development Cost \* 0.01 (minimum = \$1,000, maximum = \$7,000)

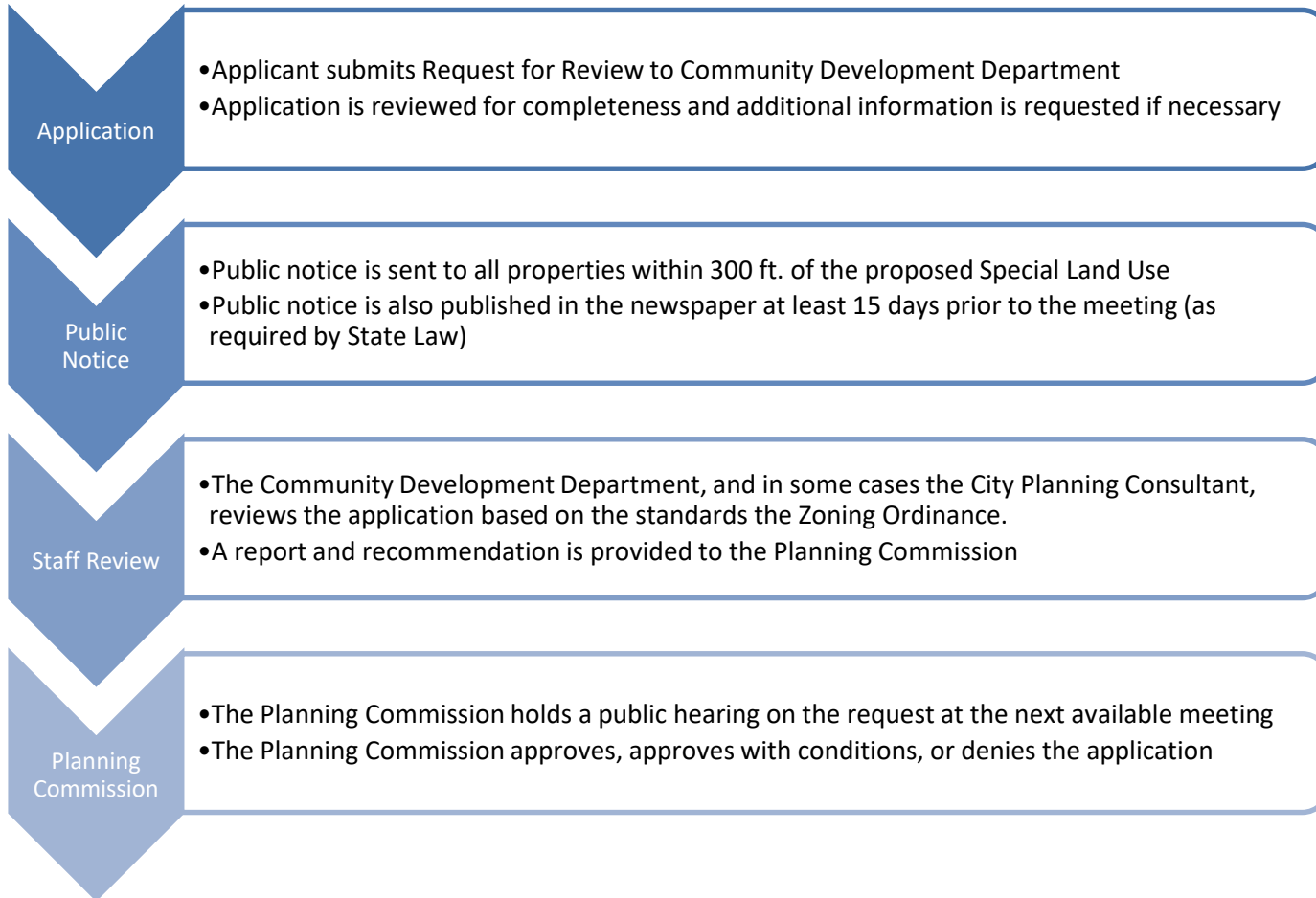
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## Special Land Use Fee: \$500

### Notes:

- Planning Commission regular meetings are held on the 3<sup>rd</sup> Wednesday of every month
- Depending on when the application is received in relation to the public notice requirement, an application may not be scheduled until the following month's meeting

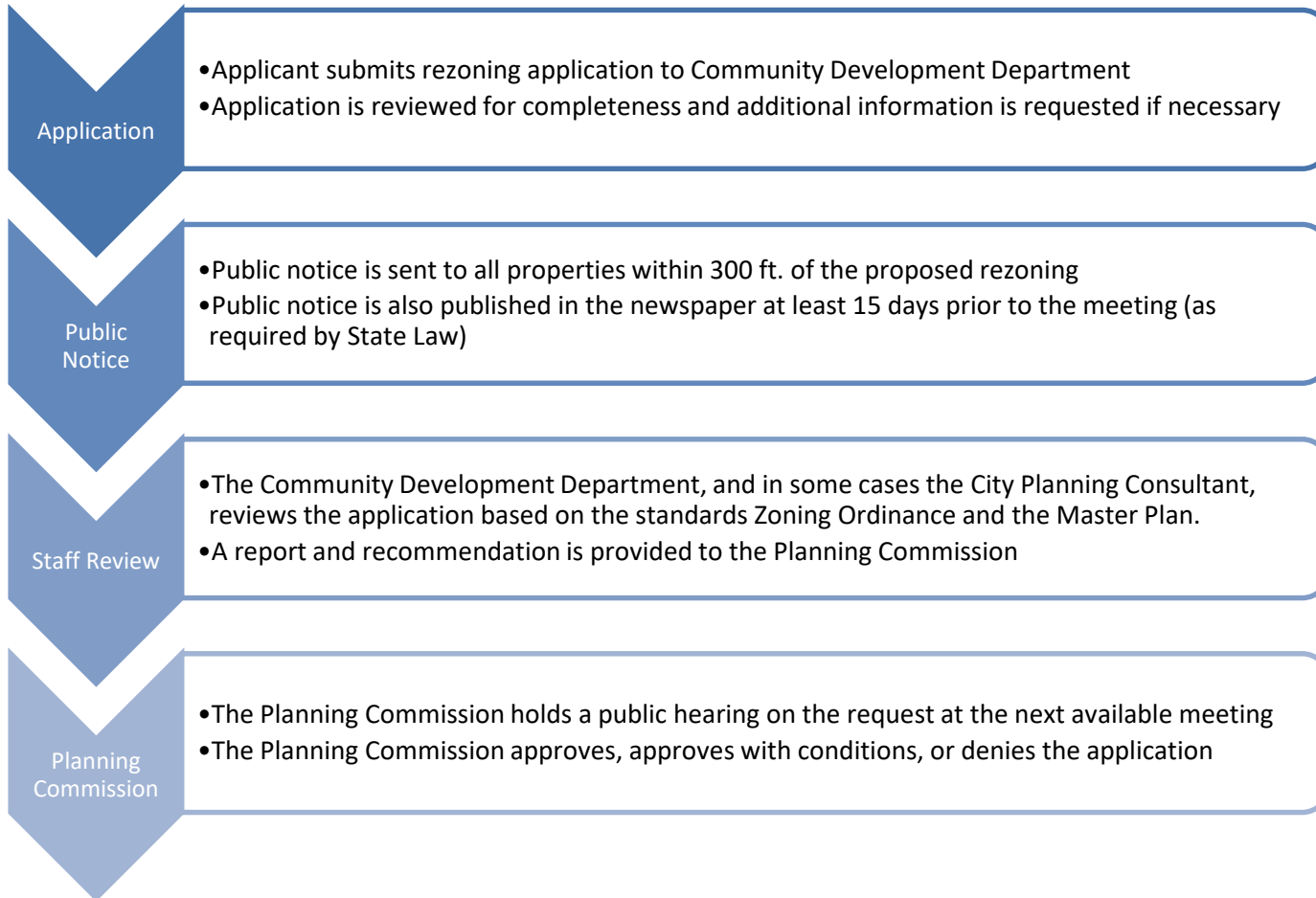
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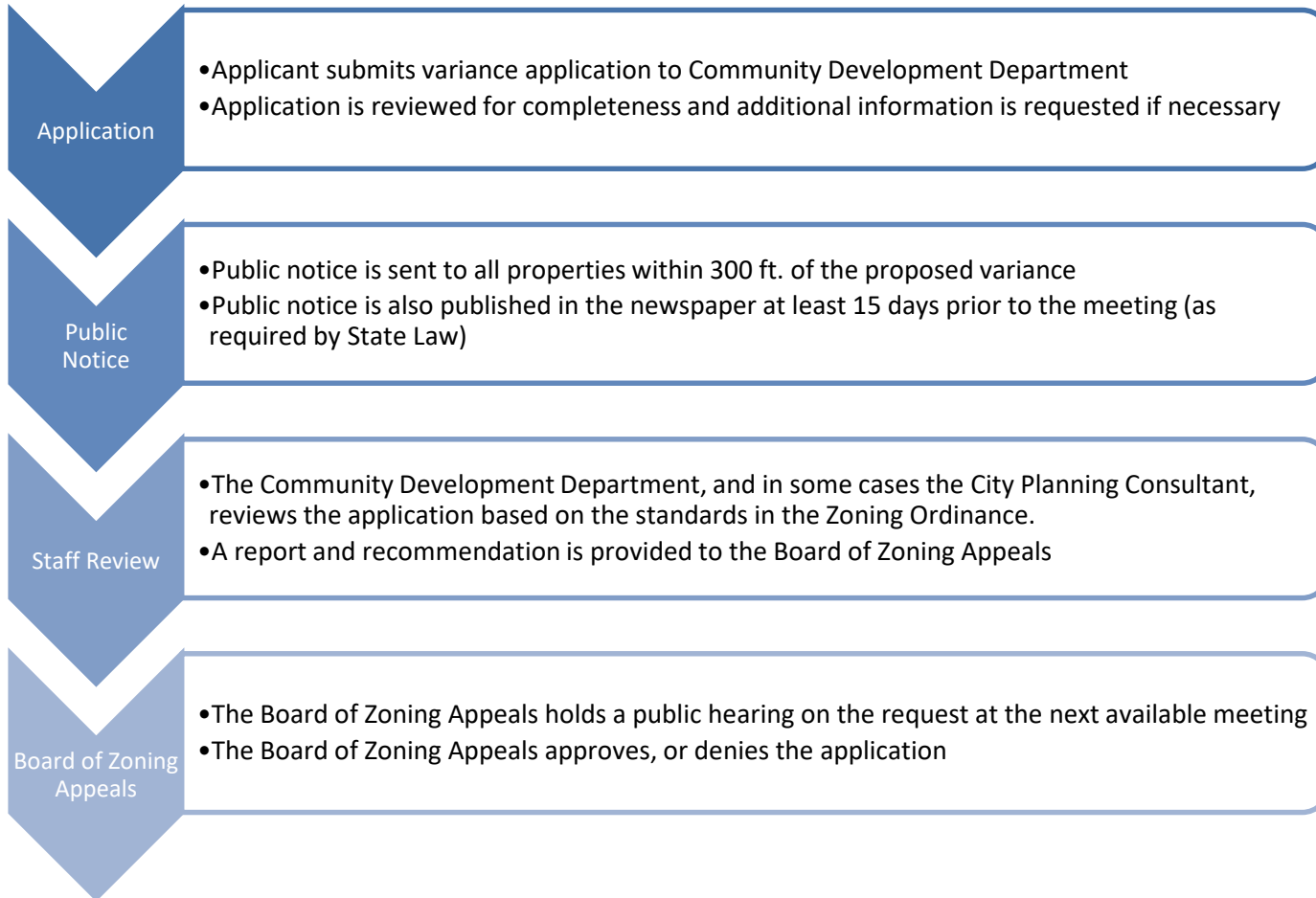
**Rezoning Fee: \$750**

**Notes:**

- Planning Commission regular meetings are held on the 3<sup>rd</sup> Wednesday of every month
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**Variance Fee: \$250**

**Notes:**

- The Board of Zoning Appeals schedules meetings as applications are received.
- Due to public notice requirements, it generally takes 4-5 weeks from the time an application is received to the time a meeting is held.



## Application

- Property owner submits rental registration application prior to making his/her property available for rent, along with registration fee.
- If water service is to be transferred to the tenant's name, an affidavit and deposit must also be filed.

## Initial Inspection

- Community Development Department schedules an initial inspection of the property.
- Building Official inspects the property to ensure that the standards of Chapter 1470 of the City Code(Property Maintenance for Rentals) are met. If corrections need to be made, the owner is provided a report from The building Official. Corrections must be made prior to renting the property.

## Certification

- Once property has passed inspections, Community Development Director issues a Rental Registration Certificate, good until January 31<sup>st</sup> of the following year.

## Renewal

- All rental registrations must be renewed annually, but there is no annual inspection required.
- Renewal forms are sent out by the Community Development Department in November and are due in January.
- There is no charge for rental registration renewals.

### Rental Registration One-Time Fee: \$25

#### Notes:

- Other than the initial inspection conducted by the Building Official, inspections are only done on a complaint basis
- Rental registrations are renewed every year at no cost to the property owner

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