



# Town of Grand Rapids

## Business Licenses Application

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Per Ordinance #70, applicants interested in owning a business in the Town of Grand Rapids must obtain a Business Licenses. The application can be acquired from either the Municipal Building or the Town website at [www.grandrapidswi.gov](http://www.grandrapidswi.gov). To apply, submit the completed application along with the initial application fee of \$50 to the Zoning Administrator.

### New Business

- A completed Business Licenses application must be submitted to the Zoning Administrator, including:
  - Plot plan showing the location of the business
  - Site plans if any construction or remodeling of the existing building
    - A Building Permit may need to be completed if constructing or remodeling
    - A Sign Permit may need to be completed if putting up a sign
- Once the application is submitted, the Zoning Administrator will review the application to evaluate if a fire inspection or building inspection is required.
- The fire chief will complete a fire inspection and if an inspection was already completed during the filing year the completed inspection form will be attached to the application.
- Building Inspections are only required on newly constructed or remodeled buildings.
- After all inspections are completed the Zoning Administrator will issue a Business Licenses.

### Existing Business

- A Business Licenses application will need to be completed if:
  - New Business Owner
  - Business Name Change
  - Business Location Change
- If a business is going to be changing location their will be a relocation fee of \$50