



City of Grand Rapids

Home Occupation Class B Checklist

PRELIMINARY INFORMATION	
-	A conditional use intended to allow businesses that generate limited quantities of customer visitation and/or merchandise and service deliveries. No more than (2) adult customers, clients, students or patients shall be on the premises at any one time.
-	Applicant must hold one of the following types of interest in the real estate: <ol style="list-style-type: none"> 1) Sole Ownership 2) Joint Tenant by the Entireties 3) Joint Tenant <p style="text-align: right;">**For clarification please contact the City Assessor’s office at (616) 456-3081.</p>
-	Condominium Association Rules and Regulations are not superseded by the City Code.
-	Accessory structures will not be approved by the Zoning Department. All rooms must be within the main dwelling unit. <p style="text-align: right;">**Questions concerning zoning requirements should be directed to the Zoning Department at (616) 456-4100.</p>
-	Licenses are renewed every year in June with a three year fee cycle as follows: <ul style="list-style-type: none"> - First year of operation – 1st Issuance Fee. - Second year of operation with no complaints on file – Renewal Fee. - Third year of operation with no complaints on file – Renewal Fee. - Fourth year of operation – 1st Issuance Fee. <p style="text-align: right;">**Businesses with complaints on file will revert to the 1st Issuance fee and begin the cycle over.</p>

CHECKLIST	
<input type="checkbox"/>	Completed Home Occupation Class B Application (Part I and II).
<input type="checkbox"/>	A floor plan of the entire home with business space clearly indicated.
<input type="checkbox"/>	A letter of approval from authorized Condominium Association (if applicable).
<input type="checkbox"/>	Non-refundable application fee .
<input type="checkbox"/>	Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection.
<input type="checkbox"/>	The license number issued upon approval of the application must be included in all advertisements for the business.
<input type="checkbox"/>	License must be displayed openly on the property where all customers can see.

*Rules and regulations associated with One-Room rentals can be reviewed in [Chapter 61](#) entitled “Zoning Ordinance” and [Chapter 116](#) entitled “Home Occupation” of the Grand Rapids City Code.

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”