



**BUSINESS REGISTRATION**  
**DUE BEFORE OPENING OF BUSINESS**  
**Residential - \$35 Commercial - \$50**

CITY CLERK'S OFFICE 4814 HENRY STREET NORTON SHORES, MI 49441  
PHONE – 231-798-4391 EMAIL – BL@NORTONSHORES.ORG

**BUSINESS INFORMATION**

BUSINESS NAME

BUSINESS TYPE  COMMERCIAL  RESIDENTIAL

\*If this is a residential business – See article IV, Norton Shores Code of Ordinances, Section 48-854- Home Occupations

\*If this is a commercial business, please include the Fire Safety Audit Form with your submission.

BUSINESS ADDRESS (Physical Address of Business Located in Norton Shores)

MAILING ADDRESS (For Renewal and Correspondence)

BUSINESS PHONE #

BUSINESS E-MAIL

BUSINESS WEBSITE/URL

DAYS/HOURS OF OPERATION

DESCRIPTION OF BUSINESS OPERATION OR PRODUCT SOLD

**PROPERTY OWNER INFORMATION**

LAST NAME

FIRST NAME

MIDDLE NAME

HOME ADDRESS

HOME PHONE #

CELL PHONE #

E-MAIL ADDRESS

**PLEASE FILL OUT BACK SIDE**

## EMERGENCY CONTACT INFORMATION

LAST NAME	FIRST NAME	EMERGENCY PHONE #
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LAST NAME	FIRST NAME	EMERGENCY PHONE #
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LAST NAME	FIRST NAME	EMERGENCY PHONE #
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## BUSINESS OWNER INFORMATION

**Business owner must reside in the state of Michigan. If residing out of state, please list a local owner or business manager who resides in Michigan.**

LAST NAME	FIRST NAME	MIDDLE NAME
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DATE OF BIRTH	DRIVERS LICENSE#	STATE OF ISSUE
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HOME ADDRESS	HOME PHONE #	CELL PHONE #
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E-MAIL

Will there be a lockbox located on the premises to access the building?  YES  NO  
If yes, are the updated keys inside?  YES  NO

## FIRE SAFETY INFORMATION

Are hazardous materials used, stored, or manufactured on the premises?  YES  NO

Do you have an automatic external defibrillator (AED) on site?  YES  NO  
If yes, where is it located?

**By signing below, you grant the City of Norton Shores permission to run a criminal background check prior to approving your business registration. You understand that certain findings may disqualify you from obtaining approval for your registration.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

**\* YOUR BUSINESS IS NOT REGISTERED UNTIL FORM IS COMPLETE AND YOU HAVE RECEIVED YOUR CERTIFICATE.**

**\* Payments can be made online at [tiny.cc/nsbr](http://tiny.cc/nsbr) to by check to the City of Norton Shores.**

**\* SEPARATE APPLICATIONS AND FEES ARE REQUIRED FOR EACH BUSINESS LOCATION.**