



# Business Registration

## Instructions and Application

- Complete the Business Registration application with all required documents and submit to the City of New Buffalo.
- City staff reviews the application and any accompanying information for completeness prior to formally accepting the application(s). At this time, **all appropriate fees shall be paid.** The total shall be **\$285** (Business Registration, City Administration Fee and Annual Inspection Fee).
- The Code Enforcement Officer shall schedule a date and time for the annual inspection of the business property to occur. At the completion of the inspection, city staff will notify the owner or representative if the property passes or fails the inspection.
- If the property does not pass the inspection, the city shall provide the owner or representative with a written list of the specific violations that need to be corrected prior to the issuance of the Business Registration Certificate.
- Once all outstanding issues have been satisfactorily addressed, the city issues a Business Registration Certificate which is valid for one (1) year. If the business is sold or any relevant changes occur, the application shall be updated within thirty (30) of the closing or when change occur.



# Application for Business Registration

224 W. Buffalo Street  
 New Buffalo, Michigan 49117  
 City Hall: 269-469-1500 Facsimile: 269-469-7917  
[www.cityofnewbuffalo.org](http://www.cityofnewbuffalo.org)

|  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Approved          | <input type="checkbox"/> Denied |
| _____<br>Certificate Number                | _____<br>Fee Paid               |
| _____<br>City Staff Name & Date of Receipt |                                 |

Applicants may register online or in person at the above address.

**BUSINESS INFORMATION**
**Type of legal organization:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietor                     | <input type="checkbox"/> Limited liability company (LLC) |
| <input type="checkbox"/> Partnership                         | <input type="checkbox"/> One member only                 |
| <input type="checkbox"/> General partnership                 | <input type="checkbox"/> Two or more members             |
| <input type="checkbox"/> Limited liability partnership (LLP) | <input type="checkbox"/> Nonprofit organization          |
| <input type="checkbox"/> Limited partnership                 | <input type="checkbox"/> Nonprofit corporation           |
| <input type="checkbox"/> S corporation                       | <input type="checkbox"/> Other (please specify)          |
| <input type="checkbox"/> C corporation                       | _____  |

*Full legal name of the business (sole proprietors: fill in last name, first name, middle initial)*

\_\_\_\_\_

*Complete address of business location (Do not use P.O. Box)*

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

*Mailing address (if different from above)*

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

*Business telephone*

\_\_\_\_\_

*Business email address*

\_\_\_\_\_

**CONTACT INFORMATION**

*Owner name*

\_\_\_\_\_

*Owner address*

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

*Manager or person in charge of operations*

\_\_\_\_\_

*Phone number*

\_\_\_\_\_

*Contact person for annual inspection*

- Owner
  Manager
  Other (please specify) \_\_\_\_\_

I hereby affirm that I have truthfully completed this application to the best of my knowledge; that I have read Chapter 9 of the New Buffalo City Code of Ordinances; and that I agree to operate this business in accordance with all Federal, State and local laws, ordinances, rules and regulations.

\_\_\_\_\_

Applicant's Printed Name

\_\_\_\_\_

Applicant's Title

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date



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This form must be submitted with all business registration applications. Applicants are required to read and initial all sections.

Business Name: \_\_\_\_\_

I fully understand and have completed Part I of the Business Registration application. I also have read the appropriate city ordinance(s) pertaining to business operations in the New Buffalo Code of Ordinances.

Initials \_\_\_\_\_

I understand that all fees are non-refundable and cover the cost of processing the application.

Initials \_\_\_\_\_

I understand the registration certificate shall be valid for one (1) year, commencing on January 1st of each year and ending on December 31st of the same year.

Initials \_\_\_\_\_

I understand that failure to disclose complete and accurate information is falsification of application. This is sufficient cause for the immediate denial or revocation of a certification.

Initials \_\_\_\_\_

I understand that other departments needing to make a recommendation on my application may require an inspection.

Initials \_\_\_\_\_

I understand that a business registration is issued to a specific business at a specific location and cannot be transferred to a new owner or new location.

Initials \_\_\_\_\_

If a business registration is denied, I understand I must file an appeal in writing to the City of New Buffalo, City Manager's Office, 224 W. Buffalo Street, New Buffalo, MI 49117 within 10 days of the notification of the denial.

Initials \_\_\_\_\_

I understand that if I do not renew my registration 45 days prior to December 31st, there may be late fees and/or penalties assessed up to and including a civil misdemeanor.

Initials \_\_\_\_\_



# Business Registration Fee Schedule

(Approved by City Council Resolution December 20, 2021)

| Type of Fee             | Amount |
|-------------------------|--------|
| Business Registration   | \$35   |
| City Administration Fee | \$100  |
| Annual Inspection Fee   | \$150  |
| Late Registration       | \$100  |
| Unregistered Business   | \$250  |
| Complaint Inspection    | \$200  |