



Starting a Business in Tittabawassee Township

Welcome and thank you for considering Tittabawassee Township as the site for your business.

Tittabawassee Township is a business-friendly community, but like everywhere, there are some rules which must be followed.

1. Marihuana related businesses are not allowed in Tittabawassee Township.
*See Tittabawassee Township Code of Ordinance Chapter 7
2. Home-based businesses are allowed but must comply with some requirements to be considered a home occupation. Please see the section “Is my business a Home Occupation” below. Home occupations are not required to obtain a business license.
3. Freeland is not a village or city; it is part of Tittabawassee Township. There are no village or city boundaries.

Rules for all Businesses

Tittabawassee Township is a zoned community. This means that there is a place for everything and everything in its place. Zoning is designed to minimize conflicts between property owners and to maximize the use of available resources. Before committing to a location for your business, please contact the Township Zoning Administrator to ensure that your type of business is allowed at the location that you are considering.

Depending upon the location, the type of business that is being proposed and any planned changes to the site, a formal site plan review may be required. This may or may not require an appearance before the Township Planning Commission. The review process can take up to 60 days. Contact the Township Zoning Administrator for assistance and details on how this will apply to your business.

As a business owner, the safety of your employees and customers is your responsibility. To help ensure their safety, the Michigan Building Code requires that any changes to the plumbing systems, changes to the mechanical systems or changes to the electrical system at a commercial site must be performed by licensed contractors. The business owner cannot do this themselves. Building, Plumbing, Mechanical and/or Electrical permits, and inspections are required for any work performed at a commercial site. Contact the appropriate inspector prior to beginning any work.

Tittabawassee Township requires that every business obtain a business license prior to initiation of business. A safety inspection by the Fire Chief as well as an inspection by the Department of Public Works is required before the business license is issued. The license is valid for up to one year and must be renewed each May 1st. Please apply for your license at least 30 days prior to your planned opening date.

Is my business a Home Occupation?

To be considered a home occupation, all the following must be true:

1. The business is operated in its entirety within the principal dwelling.
2. The business does not have a separate entrance from outside the building.
3. The business does not involve alteration or construction not customarily found in dwellings.
4. The business does not use any mechanical equipment except that which is used normally for purely domestic or household purposes or for agricultural purposes if the home occupation is located in the Agricultural zoning district.
5. The business does not use more than twenty-five (25%) percent of the total actual floor area of the dwelling, with a maximum total area for the home occupation of five hundred (500) square feet.
6. The business does not display or create outside the structure any external evidence of the operation of the home occupation, including additional traffic, except for one (1) unanimated, non-illuminated, wall sign having an area of not more than two (2) square feet.
7. The business does not employ any persons other than family members residing on the premises.
8. The business does not offer retail sales on the premises.
9. The business does not involve automobile and/or vehicle repair, painting, sales, or salvage.
10. The business does not involve an animal kennel or stable.

Contacts

Zoning Administrator:	Kim Reiss	989-695-9512
*Code Enforcement Officer:	Darrin Jerome	989-692-7936
Building Inspector:	John Stemple	989-737-5756
Plumbing & Mechanical Inspector:	Dell Bedford	989-737-9108
Electrical Inspector:	Barri Woods	989-233-7036
Fire Chief	Phil Shaver	989-695-9768
DPW	Ed Brown	989-695-6517
Township Office:		989-695-9512

*Main point of contact for Business License Inspections

Please do not hesitate to contact us with any questions or concerns you may have during this process. Again, thank you for choosing Tittabawassee Township!



2024 Business License Application

Tittabawassee Township
145 S Second Street, PO Box 158
Freeland, MI 48623-0158
Phone: (989) 695-9512

Business Name:			
Business Mailing Address:			
Business Property Address*:			
Business Phone:		Business Fax:	
Owner Name:			
Owner's Mailing Address:			
Owner's Phone:		Email:	
Business Website:			
Business Email:			
Emergency Contact:		Phone:	
Type of Business (Brief description of business being conducted):			
Hours of Operation:			

You must contact the Zoning Administrator prior to submitting this form for initial review.
Hours: Monday, Wednesday, and Friday 8am – 12pm / email: zoning@tittabawassee.org

***Note: If a business has multiple locations a separate license is required for each physical location.**
Business License Renewals are due on April 30th. New license is effective May 1st.

I understand that township officials have authority to perform inspections relating to this application.	
I hereby affirm that the information provided is accurate and true to the best of my knowledge	
Signature:	Date:

License Fee: \$25.00

Make Checks payable to Tittabawassee Township (cash or check only)

Please complete the hazardous materials notification on reverse

Hazardous materials notification:

This information will be used only by emergency responders to prepare action plans for use in the event of an emergency at the location:

Are any of the following stored at this business?		
Flammable liquids: Yes No	Amount Typically Onsite:	
Describe type and location within property:		
Explosives: Yes No	Amount Typically Onsite:	
Describe type and location within property:		
Guns/Ammunition: Yes No	Amount Typically Onsite:	
Describe type and location within property:		
Please list or describe any other materials which would present an unexpected danger to first responders:		
Is there a sprinkler system in the property?	Yes / No	

BUSINESSES CANNOT BEGIN OPERATIONS UNTIL ALL DEPARTMENTS HAVE APPROVED

DEPARTMENTAL APPROVAL CHECKLIST		
Departmental Approvals: <input type="checkbox"/> Building Department <input type="checkbox"/> Fire Department <input type="checkbox"/> Township Manager <input type="checkbox"/> Zoning Department <input type="checkbox"/> DPW		
License Approved / Denied	By:	Date:
Reason for Denial:		

License Number Assigned:	
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