

# Village of Mackinaw City Business Resource Guide



A collection of helpful information targeted to business owners provided by the Village of Mackinaw City Economic Development Corporation in cooperation with its community

Village of Mackinaw City  
102 South Huron Avenue  
Mackinaw City, MI 49701  
Tel: (231) 436-5351  
Fax: (231) 436-4166



## Welcome to Mackinaw City

### Opening or Expanding a Business in Mackinaw City:

#### Before You Begin a Business:

- Determine what business is right for you.
- Do your homework (recommend research).
- Develop a business plan.
- Seek professional advice.
- Identify financing.

#### Creating Your Business:

- Select your business structure.
- Create and register a business name.
- Protect your idea (patents/copyrights).
- Check state and local license requirements.
- Other considerations.

#### Locating and Setting Up Your Business:

- Check zoning, building and safety requirements.
- Make necessary utility and other service arrangements.

#### Tax Requirements For all Business Types:

- Obtain federal tax identification number.
- Prepare income tax and personal property tax information.
- Check other potential tax requirements.

#### For Businesses with Employees:

- File required federal forms.
- File required state forms.
- Check other employer requirements under federal and state law.

Please contact the Village or Chamber to receive a business packet identifying permit requirements, zoning and sign requirements, as well as a business handbook containing a helpful checklist for new or expanding businesses and a community profile.

### BUSINESS RESOURCE PARTNERS:

#### Mackinaw City Chamber of Commerce:

Provides the business community with leadership, information and support.  
Post Office Box 856  
Mackinaw City, MI 49701  
Tel: (231) 436-5574 or (888) 455-8100  
[www.mackinawchamber.com](http://www.mackinawchamber.com)

The following services are offered:

- Your company's information published in the local Visitor's Guide, newsletters, etc.
- Local community events management such as the Bridge Walk, bike events, etc.
- Partnerships and Community programs, i.e. educational program, representation.
- Member Savings programs as to health insurance, homeowners insurance, web postings, workshops, etc.
- Business promotion through referrals, networking, ambassadors, committees, etc.
- Chamber networking events such as Annual Breakfast, Business after Hours, Annual Dinner, Snow Ball event, etc.

#### Mackinaw Area Visitors Bureau:

Markets the Mackinaw City Area to attract visitors to support our tourism industry.  
10300 US Highway 23  
Mackinaw City, MI 49701  
Tel. (231) 436-5664  
[www.mackinawcity.com](http://www.mackinawcity.com)

### [Michigan Economic Development Corp.:](#)

Serves as a one-stop resource for business retention, expansion and relocation projects.  
(517) 373-9808

[www.michiganadvantage.org](http://www.michiganadvantage.org)

### [Michigan Works - One-Stop System:](#)

#### [Emmet County Office:](#)

2225 Summit Park

Petoskey, MI 49770

Tel: (231) 347-5150 Fax (231) 347-4454

#### [Cheboygan County Office:](#)

825 S. Huron Avenue, Suite 5

Cheboygan, MI 49721

Tel: (231) 627-4303 Fax: (231) 627-6111

[www.michworks.org](http://www.michworks.org)

[www.nwm.org/miworks.asp](http://www.nwm.org/miworks.asp)

[www.miworks-nemc.gen.mi.us/](http://www.miworks-nemc.gen.mi.us/)

#### **The following services are offered:**

- Direct placement of job ready workers.
- Interview space by appointment.
- Internet access including connection to the Michigan Talent Bank.
- Information regarding pre-employment testing.
- Virtual Video Interviews.
- Wage reimbursement to train candidates.
- Up-to-date information on state and federal employment programs.
- Employee recruitment.
- Assistance with job descriptions and labor market information.
- Single point of contact for all services via a business liaison.

### [Michigan Business One Stop:](#)

Michigan's premier government online service dedicated to the successful operations of new and existing businesses.

[www.michigan.gov/business](http://www.michigan.gov/business)

### [Michigan Small Business & Technology Development Center:](#)

Counseling, training, research, and advocacy for new ventures, existing small businesses and innovative technology companies.

Traverse City Region: (231) 922-3780

Alpena Region: (989) 358-7375

#### **Michigan Small Business & Technology Development provides the following services:**

- How to Start a Business.
- Business Plan Development.
- Financing.
- Strategies for Growth and Survival.
- Practical Marketing Approaches.
- Dealing with Business Challenges.
- Developing Realistic Financial Goals.
- Technology Initiatives.
- Customer Service.

[www.gvsu.edu/misbt/dc/](http://www.gvsu.edu/misbt/dc/)

### [Northern Lakes Economic Alliance:](#)

Serves as a Michigan small business and technology, satellite center providing economic development services, counseling and training opportunities.

Tel. (231) 582-6482

[www.northernlakes.net](http://www.northernlakes.net)

**SCORE:** Consists of retired professionals who will assist with business plans, financing options and mentoring.

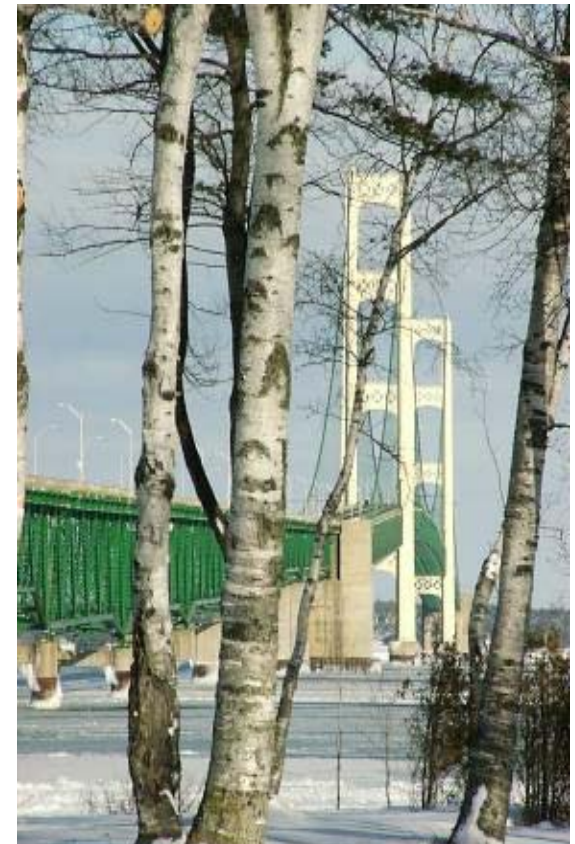
Tel. (231) 347-4150

[www.tipofthemittscore.org](http://www.tipofthemittscore.org)

### [Procurement Technical Assistance Center:](#)

Assist businesses through one-on-one counseling sessions, classes, seminars and matchmaking events.

Tel. (231) 929-5036



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