

**WE'RE GLAD TO
HAVE YOU IN
Little Falls**

The City of Little Falls would like to welcome you and your new business to our Community, and wish you all the best in your venture.

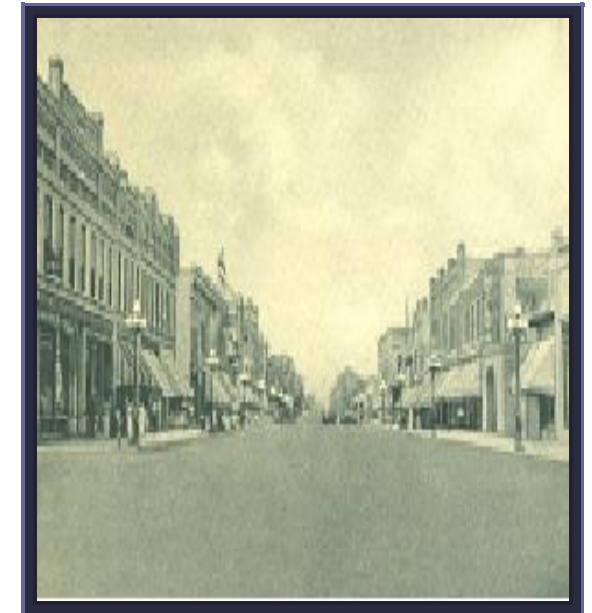
We're here to help you get your business established as simply as possible.

In an attempt to save you time, money, and effort, we've provided a handy step-by-step guide, and checklist, for you to follow so that you won't have any unnecessary conflicts.



This helpful Guide has been made available to you by
The Little Falls Convention & Visitors Bureau
If you have any question, please contact us at:
1-800-325-5916

**GUIDE TO STARTING
YOUR NEW BUSINESS
IN
Little Falls**



Historic Downtown Little Falls 1st Street
Looking North

www.cityoflittlefalls.com

**Before you do
anything...**

Contact the Little Falls Building, Planning & Zoning Administrator's Office

To confirm that the property where you intend to open your business is properly zoned for your use. If it isn't, find out what steps must be taken to secure proper zoning.

**Little Falls City Hall
100 7th Ave. NE – (320)616-5500**

Are you locating in the Central Business District?

A large portion of our Downtown area is located in the "Little Falls Commercial Historic District," which is listed on the National Register of Historic Places. While you are at City Hall, you may want to inquire about signage, whether or not your building is contributing in the district, parking requirements or any other issues pertinent to your business.

Some of the following licenses and/or permits may be required of you depending on the nature of your business.

- A. **Business License or Sign Permit**
Specify type of business when calling
Contact City Hall – (320)616-5500
www.cityoflittlefalls.com
- B. **Fire Inspection**
Certificate Contact
The Fire Hall - (320)616-5591
- C. **Your business may also require a license from the County**
**Morrison County Government Center
(320)632-2941**
- D. **If your business will be handling food products, you may need a license from The Morrison County Public Health Department**
**Morrison County Government Center
(320)632-6664**

In addition to these local requirements, does your business require any state or federal permits for operation?

UTILITIES CAN BE OBTAINED THROUGH THE FOLLOWING OFFICES:

NOTE: Deposits are required for the following, but vary depending on the use and size of building:

ELECTRICITY:

***Minnesota Power**

30 W. Superior.
Duluth, MN 55802-2191
(800)228-4966

***Crow Wing Power & Light Co.**

P.O. Box 507
Brainerd, MN 56401
(800)648-9401

WATER/SEWER:

***City Hall**

100 NE 7th Ave.
Little Falls, MN 56345
(320)616-5500

GAS:

***CenterPoint Energy**

(800)245-2377

TELEPHONE:

***Qwest**

Small Business Customers

Sales & Service(800)-603-6000

Large Business Customers

Sales & Service(800)777-9594

CALL BEFORE YOU DIG-GOPHER STATE

(800)252-1166

CITY BUILDING & ZONING ADMINISTRATOR

Contact City Hall (320)616-5500

- The City Building & Zoning Administrator must inspect the building to assure compliance with codes and regulations, which apply whenever a change in the use of the property takes place.
- A building permit is required for all remodeling or additions. Prices vary depending on the project. Consult the City's Building & Zoning Administrator prior to beginning any work.

USE THIS HANDY CHECKLIST

TO CHECK OFF EACH STEP YOU TAKE

Remember: Before you do anything...Check with the Little Falls Building & Zoning Administrator's Office to confirm that the property where you intend to open your business is properly zoned for your use.

LICENSES

Some of the following licensed/permits may be required:

☐ **OSHA Inspection Certificate** ☐ **Beer License**
☐ **Food License** ☐ **Building Permit** ☐ **Sign Permit**
☐ **Motor Vehicle License** ☐ **Building & Zoning Administrator's Review**

UPON COMPLETION OF THE ABOVE NECESSARY STEPS A CERTIFICATE OF OCCUPANCY WILL BE ISSUED AT CITY HALL

FINANCING

Contact Community Development of Morrison County, 316 East Broadway, Little Falls, (320)632-5466

Community Profile

**For a complete Little Falls community profile visit the MNPRO website designed by DEED
www.mnpro.com**