

City of Gautier New Business Process

We are pleased you are considering the City of Gautier as the home to your new business. The City Staff are here to help you through this process as quickly as possible.

This New Business Approval Process is for businesses moving into existing buildings with no improvements to be done. If improvements are needed, please refer to the Building Permit processes. If you are modifying a building for a particular new business, it is a good idea to follow this process so you are aware of all of the requirements for your new business and can perform all of the work at one time. A building permit is needed for most any work being done **including** changing the exterior paint color. If you plan on changing the exterior color you must submit your color choice to the Planning Department to get approval from the Technical Review Committee (TRC). Any signage must also be approved by the (TRC). A Commercial Sign Permit is necessary for any signage. A permit is not needed for standard maintenance, changing of interior finishes, painting the exterior the same color if under \$1,000.00, etc. If you have any questions about when a building permit is required, please contact the Planning Department at 228.497.1878 or planning@gautier-ms.gov.

Representatives of the Building Department, Planning Department, Fire Department, and the Public Works Department will visit the site to check the site and building for code compliance. The Building Department and Fire Department will need access to the Building, so the applicant needs to call the Planning Department and schedule an inspection. If any needed corrective items are discovered, the comments will be gathered and compiled by the Planning Department and sent to the applicant for correction. If no corrective actions are needed, the City representatives will sign-off on the application by department.

Once all required City staff have signed-off on the New Business Application, the applicant will need to visit the Planning Department at City Hall to pay the permit fee and pick-up the New Business Permit.

Once the applicant receives the New Business Permit, they may then proceed to the Privilege License Office at City Hall to obtain their Privilege License. Annual renewals will be mailed. If at any time the Privilege License expires, or the business is under new ownership, or the business changes locations the New Business process will need to be repeated and a new fee will be applied. The City of Gautier highly recommends that Business Owners renew their Privilege License prior to the expiration date.

Applicant Initial _____

Date _____