

## Please Read The Following Information Concerning The Completion Of This Form

You may print the next page as a blank form or fill in the blanks now and press the "Print Form" button in the top right corner of the next page. It is only necessary to print Page 2.

Please complete all areas except the bottom section titled "This Area For Municipal Use Only".

Form must be dated and signed by an Owner, Partner, or Officer of the Business.

This form will initiate the process of registering your business with the City.

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If your business will have a physical location within the City, please use that address when filling out this form. You should complete a form for each physical location in the City.

After completing this form, it may returned to the City via mail , fax, or email.

Upon receipt of a completed form, the City will provide any additional forms and information regarding other specific requirements in order to complete the licensing process.

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**All license renewals ae due January 1 and become delinquent after January 31, with the following exceptions:**

Insurance Company License: Due January 1, Delinquent after March 1

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This form is intended as a simplified, standard mechanism for businesses to initiate contact with the City concerning their activities with the City. A business license is required prior to engaging in business. Before a new established business can maintain a physical location the City, there are zoning and building codes approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the City to create a mechanism for the reporting and payment of tax liabilities. In that case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to conduct business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

