

BUSINESS LICENSE APPLICATION



Print or type clearly – APPLICANT

Applicant Name (Full Legal Name): _____

Phone Number: _____ Cell Phone Number: _____

Email: _____

BUSINESS INFORMATION

Business Name: _____

Business Owner Name (if different than Applicant): _____

Type of Ownership: Sole Proprietor Partnership Corporation LLC Non-Profit

Business Contact Person: _____ Phone Number: _____

Business Address: _____

Address where you would like to receive notices from City of Redmond:

Type of Business: Retail _____ Manufacturing _____ Service _____ Wholesale _____ Office _____ Other _____

Description of Business in detail: _____

Is this a Registered Business with the State: Yes No State Tax ID: _____

Contractor's Only: CCB or BCD # _____ Expiration Date: _____

Number of Employees: Full Time: _____ Part Time: _____ Seasonal: _____

Is this a home based business: Yes _____ No _____
(If yes, please complete a Home Occupancy form and attach to business license application)

A City sign permit is required for all signage associated with your business. For information regarding signage regulations, please contact the Planning Division at (541) 923-7719.

Are you making any structural, plumbing, mechanical or electrical changes? If so, please contact the Building Department for permit information 541-923-7721.

City of Redmond Code

7.010 Purpose and Scope.

1. The Redmond Business License Code facilitates the collection of information about businesses in the City of Redmond for the benefit of the public health, safety, and welfare of the community.
 - A. Emergency responders from the Police and Fire Departments are better able to respond effectively and safely to emergency situations at City of Redmond businesses when they have information about the types of businesses and the contents of the structures in the City.
 - B. Building code compliance, planning code compliance, fire code compliance and wastewater discharge compliance are enhanced by obtaining annual data from business license applications about structures in which businesses are located.
 - C. Business demographic information is also necessary to promote economic development.
2. The annual business license fee imposed by the Business License Code is for revenue purposes to assist in defraying the cost of police and other necessary municipal services to support the business community.
3. The fee required by this Business License Code shall be in addition to general ad valorem taxes now or hereafter levied under law and shall be in addition to license taxes prescribed in other parts of this code.
4. Neither the acceptance of the prescribed fee nor the issuance of the applicable license shall be construed to constitute a regulation of any business activity or a permit to engage in any activity otherwise prohibited by law or this code or a waiver of any regulatory licensing requirement imposed by any sections of the code other than Sections 7.005 to 7.048.

I agree to comply with all State, County and City regulations and ordinances.

8.0026 No parcel of land or structure in the City of Redmond may be used for, or in conjunction with, an activity that violates any state or federal law.

I declare that the above business doesn't violate any state or federal law.

_____ *Applicant initial*

Signature of Applicant _____ **Date:** _____

Route to Planning Department for Development code/zone compliance review:

Map & Tax Lot Number: _____ Zoning _____

Approved for Zone: Yes _____ No _____

Comments:

Inside City Limits fee _____

Business License #: _____

Outside City Limits fee _____

Received by: _____

Number of Employee _____ X \$1.50= _____

Date _____

Total \$ _____

Non Profit **Exempt from fee**
***include Nonprofit registry number**

Return with payment to: **City of Redmond**
411 SW 9th Street
Redmond, OR 97756
Phone: 541-923-7710
Fax: 541-548-0706

Business License fees are prorated through the year

	INSIDE City Limits	OUTSIDE City Limits
January 1 st - March 31 st	\$55.00	\$70.00
April 1 st - June 30 th	\$41.25	\$52.50
July 1 st - September 30 th	\$27.50	\$35.00

October 1st - December 31st

\$13.75

\$17.50



Wastewater Discharge Report

Return to: City of Redmond
 Business Licensing
 411 SW 9th St
 Redmond, OR 97756
 Phone: 541-504-5075

This report is intended to provide information needed by the City of Redmond to comply with state and federal wastewater discharge requirements. Failure to submit a complete and accurate report may result in penalties including the termination of service. The City may verify the data submitted through phone calls, site inspection, and sample analysis. Answer each question accurately to reflect existing conditions and conditions proposed to occur within 3 years. Attach additional sheets as necessary.

General Information

1.	Company Name:	
2.	Facility Name:	
3.	Business License Number	
4.	Site Address:	
	City, State, Zip:	
5.	Mailing Address:	
	City, State, Zip:	
6.	Representative completing this form	
	Name:	
	Title:	
	Phone Number:	
	Fax Number:	
	Email Address:	
7.	Person to be contacted in case of emergency	
	Name:	
	Title:	
	Phone Number:	
	Email Address:	
8.	Property owner	
	Name:	
	Title:	
	Phone Number:	
	Fax Number:	
	Email Address:	
9.	Will the building be connected to the public sewer system? Yes <input type="checkbox"/> No <input type="checkbox"/> , Wastewater disposal method:	
10.	Describe in detail the type of business activity conducted at this site. Include primary products or services:	

Business Activities

11.	North America Industry Classification System (NAICS) Code(s): Refer to: http://www.census.gov/epcd/www/naics.html			
12.	Starting date for your business at this site:			
13.	Construction date(s) for building(s) at this site (if known):			
14.	Normal operating schedule:	Actual times:	Days/week:	
15.	Number of employees per each shift:			
16.	Water consumption (gallons/month):		Estimate <input type="checkbox"/>	Actual <input type="checkbox"/>
17.	Wastewater volume generated (gallons/month):		Estimate <input type="checkbox"/>	Actual <input type="checkbox"/>

18.	Is this facility a categorical industry as defined by 40 CFR 403 through 40 CFR 471? (also check the appropriate category below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
	<input type="checkbox"/> Aluminum Forming <input type="checkbox"/> Battery manufacturing <input type="checkbox"/> Builders' paper and board mills <input type="checkbox"/> Carbon black manufacturing <input type="checkbox"/> Coil coating <input type="checkbox"/> Copper forming <input type="checkbox"/> Electrical or electronic component <input type="checkbox"/> Electroplating <input type="checkbox"/> Feedlot <input type="checkbox"/> Fertilizer manufacturing <input type="checkbox"/> Glass manufacturing <input type="checkbox"/> Grain mill <input type="checkbox"/> Ink formulating <input type="checkbox"/> Inorganic chemicals manufacturing <input type="checkbox"/> Iron and steel manufacturing <input type="checkbox"/> Leather tanning and finishing	<input type="checkbox"/> Metal finishing <input type="checkbox"/> Metal molding or casting <input type="checkbox"/> Nonferrous metals forming or metal powders <input type="checkbox"/> Nonferrous metals manufacturing <input type="checkbox"/> Organic chemicals, plastics, & synthetic fibers manufacturing <input type="checkbox"/> Paint Formulating <input type="checkbox"/> Paving or roofing materials (tars & asphalt) <input type="checkbox"/> Pesticide chemicals <input type="checkbox"/> Petroleum refining <input type="checkbox"/> Pharmaceutical manufacturing <input type="checkbox"/> Porcelain enameling <input type="checkbox"/> Pulp, paper, or fiberboard manufacturing <input type="checkbox"/> Rubber manufacturing <input type="checkbox"/> Soaps or detergent manufacturing <input type="checkbox"/> Steam electric power generating <input type="checkbox"/> Timber products processing		
19.	Will you use EPA Toxics Release Inventory (TRI) chemicals in reportable quantities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Will you use chemicals that are reportable to the Oregon State Fire Marshal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Identify the above chemicals and quantities used (attach additional sheets if necessary):			
20.	Will your site have an irrigation or drinking water well?	Yes <input type="checkbox"/> , Qty:	No <input type="checkbox"/>	
21.	Will your site have any underground injection control facilities (UICs such as drywells, drill holes, or drainage pipe galleries)?	Yes <input type="checkbox"/> , Qty:	No <input type="checkbox"/>	
22.	Will you store chemicals at your facility in a volume greater than 5 gallons each?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, attach a description of the contents, container size and type, storage location, frequency and method of container cleaning. Indicate if buried metal containers have cathodic protection.			
23.	Has your company ever been issued a local, state, or federal environmental permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, list the permit(s):			

Waste Discharges

24.	Check all types of operations and wastewater generated at the site:			
	<input type="checkbox"/> Air pollution control equipment <input type="checkbox"/> Anodizing <input type="checkbox"/> Beverage bottling <input type="checkbox"/> Boiler/cooling blowdown <input type="checkbox"/> Chemical etching or milling <input type="checkbox"/> Cooling water, contact <input type="checkbox"/> Cooling water, non-contact <input type="checkbox"/> Domestic waste <input type="checkbox"/> Electroless plating <input type="checkbox"/> Electroplating <input type="checkbox"/> Equipment manufacturing <input type="checkbox"/> Fertilizer application service <input type="checkbox"/> Food processing <input type="checkbox"/> Food service establishment <input type="checkbox"/> Groundwater treatment <input type="checkbox"/> Laundry	<input type="checkbox"/> Medical/Dental services <input type="checkbox"/> Metal coating (chromating, phosphating, coloring) <input type="checkbox"/> Pesticide application service <input type="checkbox"/> Photographic/film processing <input type="checkbox"/> Plastics processing <input type="checkbox"/> Powder coating <input type="checkbox"/> Printed circuit board manufacturing <input type="checkbox"/> Printing and publishing <input type="checkbox"/> Process water <input type="checkbox"/> Slaughter/meat packing/rendering <input type="checkbox"/> Vehicle or equipment maintenance or repair <input type="checkbox"/> Vehicle or equipment washdown <input type="checkbox"/> Waste recycling <input type="checkbox"/> Water treatment <input type="checkbox"/> Wood preserving <input type="checkbox"/> Other, list here:		
25.	Will you use fats, oil, grease (cooking or petroleum), or dairy products in your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
26.	Will there be a garbage disposal unit (food grinder) at your business site?	Yes <input type="checkbox"/> , Qty:	No <input type="checkbox"/>	

27.	Will there be an interceptor, separator, or other device installed to pretreat your wastewater prior to discharge? If so, check all that apply below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Amalgam separator <input type="checkbox"/>	Hair trap <input type="checkbox"/>	Sand interceptor <input type="checkbox"/>	
	Amalgam chairside trap <input type="checkbox"/>	Lint trap <input type="checkbox"/>	Silver recovery system <input type="checkbox"/>	
	Grease interceptor, outside <input type="checkbox"/>	Oil/water separator <input type="checkbox"/>	Other (list):	
	Grease interceptor, inside <input type="checkbox"/>	pH neutralizer <input type="checkbox"/>	Other (list):	
	What is your normal frequency of maintenance for the pretreatment device?			
	Where will you dispose of materials removed during pretreatment device maintenance?			
28.	Will you have floor drains in areas other than restrooms? Yes <input type="checkbox"/> , Qty & locations:		No <input type="checkbox"/>	
29.	Will you generate hazardous waste as defined by Oregon DEQ and federal regulations (RCRA)? Yes <input type="checkbox"/> , Generator status:		No <input type="checkbox"/>	
	Will you discharge any RCRA listed or characteristic hazardous wastes to the sanitary sewer? Yes <input type="checkbox"/> , Waste description:		No <input type="checkbox"/>	
	Has your facility claimed the RCRA domestic sewer exclusion? Yes <input type="checkbox"/> , Filing date:		No <input type="checkbox"/>	
	If so, list these wastestreams:			
30.	Will any liquid, gaseous, or sludge wastes be generated but not discharged to the public sewer system? Yes <input type="checkbox"/>		No <input type="checkbox"/>	
	For these wastes, will your company practice:		Onsite storage <input type="checkbox"/>	Onsite disposal <input type="checkbox"/>
			Offsite storage <input type="checkbox"/>	Offsite disposal <input type="checkbox"/>
	Briefly describe the method(s) of storage or disposal of these wastes, including names of all waste haulers:			
31.	Do you have a wastewater slug control document to prevent spills of chemicals or slug discharges from entering the City's sanitary sewer or storm systems? If so, please attach.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
32.	Provide any additional comments or explanations here:			

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Printed Name

Title

Signature

Date

(____)_____
Phone

The signing official must have authorization to provide such information on behalf of the company, corporation or partnership. In accordance with Oregon's Public Records Law, information and data provided in this questionnaire may be available for public review. Requests for confidential treatment of information will be governed by procedures specified in Oregon's Public Records Law.

November 28, 2016

Re: RCRA Hazardous Waste Notification Requirements

The Oregon Department of Environmental Quality (DEQ) and federal regulations (40 CFR 403.8(f)(2)(iii)), require that the City of Redmond notify industries who discharge wastewater to the public sewer system of Resource Conservation and Recovery Action (RCRA) hazardous waste reporting requirements. A summary of the notification requirement follows:

Who Must Notify:

All non-domestic users whose wastewater is treated at the City of Redmond's publically owned treatment works (POTW) and that discharge listed or characteristic RCRA hazardous waste to the POTW (except as described below) must notify the City of Redmond and other regulatory agencies. RCRA listed and characteristic wastes are described in 40 CFR Part 261.

Notification Must be Sent to:

- The City of Redmond
- The EPA Regional Waste Management Division Director, and
- Oregon DEQ Hazardous Waste Program

This notification must be submitted in writing for any discharge into the City of Redmond's POTW of any substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261.

Wastes Covered by the Notification:

- Any discharge to the POTW of more than 15 kilograms (kg) (33 lb.) per calendar month of a RCRA hazardous waste, or a discharge of any quantity of an acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e), must be reported as a one-time notification.
- A discharge to the POTW of 15 kg (33 lb.) or less per calendar month of a RCRA hazardous waste need not be reported, except for acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e).
- A subsequent discharge of more than 15 kg (33 lb.) per calendar month, or of any quantity of an acutely hazardous waste, must be reported as a one-time notification.

Pollutants already reported under reporting requirements for categorical industrial users in base line monitoring, final and periodic compliance reports are not subject to this notification requirement.

Notification Must Include:

- Name of the hazardous waste as set forth in 40 CFR Part 261.
- EPA hazardous waste number.
- Type of discharge to the sewer (continuous, batch, or other).
- A certification that you have in place a program to reduce the volume and toxicity of hazardous wastes generated to the degree you have determined to be economically practical.

If you discharge more than 100 kilograms (220 lb.) of hazardous waste per calendar month to the POTW, the one-time notification shall also contain the following information to the extent such information is known or readily available:

- An identification of the hazardous constituents contained in the wastes.
- An estimation of the mass and concentration of such constituents in the waste stream discharged during the calendar month in which the one-time report is made.

- An estimation of the mass of constituents in the waste stream expected to be discharged during the twelve months following the notification.

When the Notification Must be Submitted

- No later than 180 days after the discharge of the listed or characteristic hazardous waste.
- In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, you must notify the City of Redmond, EPA and the State of Oregon of the discharge of such substance within 90 days of the effective date of such regulations.
- The notification need be submitted only once for each hazardous waste discharged, except when there will be a substantial change in the volume or character of the hazardous waste discharged (generally because of a planned change in your facility operations). In this case, you must notify the City of Redmond in advance.

How to Count the Volume of Hazardous Waste Discharged

If a hazardous waste is mixed with a non-hazardous process or non-process waste stream and the entire mixture is then discharged to the sewer, the volume of the entire waste stream containing hazardous waste is considered hazardous according to the RCRA "mixture rule" in 40 CFR 261.3(a)(2)(iii). The effect of this rule is summarized as follows:

- **Characteristic Wastes:** These wastes are classified as hazardous because they exhibit one of the hazardous characteristics identified in 40 CFR 261.20 – 40 CFR 261.24 (i.e., they are ignitable, corrosive, reactive, or toxic). If these wastes are mixed with non-hazardous materials and the mixture is then discharged to the sewer, the notification must be submitted only if the entire mixture actually discharged is more than 15 kg (33 lb.) per calendar month and if the entire mixture discharged still exhibits the characteristic(s).
- **Listed Wastes:** These are wastes that are classified as hazardous pursuant to being listed in 40 CFR 261.30 – 40 CFR 261.33. If these listed wastes are mixed with non-hazardous materials and then discharged to the sewer, the entire waste stream is considered hazardous and a notification must be submitted. Thus, only if the entire waste stream containing the hazardous waste amounted to 15 kg (33 lb.) or less per calendar month, would the above exemption apply.
- **Questionable Wastes:** If you have any doubt about whether a mixture discharged to the sewer is hazardous, or if you do not wish to perform any calculations which may be necessary under the mixture rule (40 CFR 261.3(a)(2)(iii)) you should submit the one-time notification.

You can complete and submit the following form to comply with the required hazardous waste notification. To report several wastestreams you can make copies of this form.

HAZARDOUS WASTE INFORMATION (use additional sheets if necessary)

Name, address, and contact information for business: _____

Name of Waste: _____

EPA Hazardous Waste Number: _____

Type of Discharge: Continuous Batch Other: _____

I certify that I have a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree I have determined to be economically practical.

Signature of Company Representative

Date

If more than 100 Kilograms (220 lbs) of any hazardous waste per calendar month is discharged to the sewer, please include the following items of information for each hazardous waste, to the extent such information is known and readily available:

Name of Constituent	Mass in Wastestream (this month)	Concentration in Wastestream (this month)

If you have any questions, please call the City of Redmond at 541-504-5075, and/or contact:

USEPA Region 10
Director
Office of Air, Waste & Toxics
USEPA Region 10 AWT-127
1200 6th Avenue
Seattle WA. 98102

Oregon DEQ
Manager
Hazardous Waste Policy & Program Development
700 NE Multnomah St., Suite #600
Portland, OR 97232



Business License

Redmond City Code

411 SW 9th Street
Redmond, Oregon 97756
541-923-7710
Fax 541-548-0706
www.ci.Redmond.or.us

BUSINESS LICENSES

7.005 Short Title. The provisions of Sections 7.010 to 7.048 shall be known as the City of Redmond Business License Code and is referred to herein as “Business License Code” or “BLC”.

[Section 7.005 amended by Ord. #2013-01 passed January 8, 2013]

7.010 Purpose and Scope.

1. The Redmond Business License Code facilitates the collection of information about businesses in the City of Redmond for the benefit of the public health, safety, and welfare of the community.
 - A. Emergency responders from the Police and Fire Departments are better able to respond effectively and safely to emergency situations at City of Redmond businesses when they have information about the types of businesses and the contents of the structures in the City.
 - B. Building code compliance, planning code compliance, fire code compliance and wastewater discharge compliance are enhanced by obtaining annual data from business license applications about structures in which businesses are located.
 - C. Business demographic information is also necessary to promote economic development.
2. The annual business license fee imposed by the Business License Code is for revenue purposes to assist in defraying the cost of police and other necessary municipal services to support the business community.
3. The fee required by this Business License Code shall be in addition to general ad valorem taxes now or hereafter levied under law and shall be in addition to license taxes prescribed in other parts of this code.
4. Neither the acceptance of the prescribed fee nor the issuance of the applicable license shall be construed to constitute a regulation of any business activity or a permit to engage in any activity otherwise prohibited by law or this code or a waiver of any regulatory licensing requirement imposed by any sections of the code other than Sections 7.005 to 7.048.

[Section 7.010 amended by Ord. #2013-01 passed January 8, 2013]

7.012 Definitions. For purposes of Sections 7.005 to 7.048, the following mean:

1. "Business". The term "business" means any trade, profession, occupation or pursuit conducted for gain and similar places or establishments employing full or part-time employees in any business for gain.
2. "City". The City of Redmond
3. "City Manager". The person appointed by the Redmond City Council to act as City Manager and for the purposes of this chapter includes a person designated by the City Manager to perform his or her functions.
4. "Doing Business". An act or series thereof performed in the course of pursuit of a business activity on more than one (1) occasion or day in a calendar quarter and not as a one-time or isolated activity or event. A person is presumed to be "doing business" in the City of Redmond and subject to the Business License Code if engaged in any of the following:
 - A. Advertising or otherwise professing to be doing business within the City.
 - B. Owning, leasing, or renting personal or real property within the City which is used in a trade or business
 - C. Engaging in any transaction involving the production of income from holding property or the gain from the sale of property, which is not otherwise exempted in this Chapter. Property may be personal, including intangible or real in nature.
 - D. Engaging in any activity in pursuit of gain which is not otherwise exempted in this Chapter.
5. "License or Business License". The document issued by the City granting the privilege to carry on a business within the City.
6. "Temporary Business". A person conducting or operating a business within the City for periods of less than 180 consecutive days in any calendar year. Examples of temporary businesses include, but are not limited to: Christmas Tree lots, fireworks stands, fruit/vegetable stands not part of a farmers market.

[Section 7.012 amended by Ord. #2013-01 passed January 8, 2013]

7.014 Requirement to Obtain Business License.

1. Except as exempted under Section 7.015, all businesses must apply for and obtain a business license. No person shall carry on any business, trade, occupation, profession or calling, or transact any business as defined in Section 7.012 without first obtaining a business license.
2. Non-profit entities must obtain a business license but shall pay a reduced fee as established by City Council resolution.
3. Where a business is part of a larger entity, the local business manager or owner shall be responsible for obtaining the required license.
4. A business activity leased, under concession to, or owned wholly or in part by a different person or persons on the same premises must be separately licensed. In determining whether different activities on the same premises are related to the primary use within the meaning of this section, normal and ordinary custom and usage of the businesses of like nature shall be considered.
5. The following provisions apply to the obligation to obtain a business license:
 - A. Any business that conducts physical activities in the city, whether or not the business operates from a physical location in the city, is subject to the Business License Code and obtain a license.
 - B. If two or more businesses are carried on at the same premise by the same individual or entity, one license shall be sufficient for all businesses. The license shall list all included businesses.

- C. Electronic businesses, including internet businesses, with a physical location in the City, are required to be licensed.
 - D. If more than one business is conducted on the same premises, each business must obtain a separate business license, except as provided in Section 7.014(5)(B).
 - E. A single business operation that occupies more than one building may obtain a single license. The application and license shall list all buildings and activities carried on in each building.
6. Special Events and Temporary Businesses are subject to the provisions of Sections 7.350 – 7.394 and Sections 7.582 – 7.589, and are required to obtain a temporary business license and pay the fee specified by City Council resolution.

[Section 7.014 amended by Ord. #2013-01 passed January 8, 2013]

7.015 Exemptions.

- 1. Any business exempted from paying local business license fees or taxes by federal or state constitution or law.
- 2. Religious institutions and governmental agencies.
- 3. A service business operated by a person under the age of 18, such as a lawn mowing business, a newspaper delivery business, a lemonade stand, and the like.
- 4. Individuals who work only on the premises of, and as part of, a licensed business that includes the activity of the individual are not required to obtain a separate license. Examples include barbers, beauticians, and others who perform services as part of the overall licensed business. This exemption does not apply if the overall business operation has not obtained a business license.
- 5. Persons selling goods or services exclusively during a permitted special event activity where the sponsor of the event has obtained a Special Event Permit and has a business license or is exempt from the business license requirement.
- 6. Civic leagues or civic organizations operating exclusively for promotion of social welfare which may from time to time conduct business like activities on a temporary basis, the earnings of which are devoted exclusively to social welfare, religious and/or fraternal purposes.
- 7. Utilities currently franchised by and paying a franchise fee to the City.
- 8. A person whose primary activity consists of delivering goods inside the City for a business located outside the City.
- 9. A Consultant whose primary activity is providing services for a business/agency inside the City and whose business is located outside of the City.
- 10. Household or garage sales conducted consistent with the Redmond City Code.
- 11. Activities that qualify as hobbies or passive holding of property for investment purposes under the US Internal Revenue Code.

[Section 7.015 added by Ord. #2013-01 passed January 8, 2013]

7.016 License Duration. New licenses shall be valid from the date of issuance to the following December 31st and shall be renewable annually for one year beginning on January 1st. The business license fee shall be prorated based on the start date of the business.

[Section 7.016 amended by Ord. #2013-01 passed January 8, 2013]

7.018 Application for License. Each person wishing to engage in a new business shall apply for a Business License per this chapter, at least 30 (thirty) days prior to the date of the license is requested to be effective. Suitable forms will be furnished by the City. At the time of filing, the applicant shall pay the business license fee required. The application shall be filed with the City Manager and shall contain at a minimum:

1. A description of the trade, shop, business, profession, occupation or calling to be engaged in.
2. The date that business operations commenced or will commence.
3. The name and address of the applicant; if a partnership, the names and addresses of the several partners; if the business is a corporation, its name and the address of the home office, the name and address of the designated agent in the state if a foreign corporation, and the name and address of the local agent or representative who will be in charge of the business in the City.
4. The address(es) where the business will be located or have its city office.
5. A statement of the estimated number of full time, part time and/or seasonal employees of the business.
6. Emergency contact information.
5. The date of application.
6. Any other information the City Manager determines that the application should contain for review purposes under Section 7.020.
7. The signature of the applicant or agent making the application.

[Section 7.018 amended by Ord. #2013-01 passed January 8, 2013]

7.020 Applicant Review. The person or department designated to review a license application may require the applicant to supply information necessary to determine whether the business complies with this code, city ordinance, or state or federal law. If the applicant fails to supply information so required or submits false or misleading information, the license shall be suspended or denied. All businesses must comply with the provisions of this code, city ordinances, and all state and federal laws before a license may be issued.

7.022 Issuance of License.

1. After receipt of reports from all persons and departments designated to review application, the City Manager shall determine whether the business qualifies for issuance of a license. If the business qualifies, the City shall issue the license.
2. No license shall be issued to an applicant if the person has, prior to making application, conducted a business within the City while this Business License Code was in effect, without a current, valid license issued under this code, unless an additional amount equal to the license fees for the year(s) during which the business was thus conducted is paid.

[Section 7.022 amended by Ord. #2013-01 passed January 8, 2013]

7.024 Denial of Application. If, on the basis of the application review under Section 7.020, the City Manager determines that the business does not qualify for issuance of the license applied for, the City Manager shall notify the applicant in writing that the application has been denied. The notice shall state the reason for denial and inform the applicant of the provisions for appeal in Section 7.036.

[Section 7.024 amended by Ord. #2013-01 passed January 8, 2013]

7.026 License Renewal and Late Penalty. The application for renewal of a business license shall be made prior to December 31, the expiration date. A penalty of 10 percent of the fee for each month or part of a month during which the fee remains unpaid, up to 100 percent, shall be added to the license fee accompanying a later renewal application. The effective date of a renewed license shall be January 1 if the application for renewal is made prior to the current license expiration date. Renewal licenses applied to after January 1 shall be effective on the date of issuance.

[Section 7.026 amended by Ord. #2013-01 passed January 8, 2013]

7.028 Review of Renewal. If the City has received complaints about the licensee's business, the application for renewal of the license may be reviewed under Section 7.020.

7.030 Denial of Renewal. If a licensed business does not qualify for renewal under Section 7.020, the City Manager shall notify the licensee in writing that renewal of the license has been denied. The notice shall state the reason for denial and inform the applicant of the provisions for appeal in Section 7.036.

[Section 7.030 amended by Ord. #2013-01 passed January 8, 2013]

7.032 Revocation of License. If the City Manager determines that a licensed business is violating this code, city ordinances, or state or federal law, he or she shall notify the licensee in writing that the license is to be revoked. The notice shall be given at least 30 days before the revocation. If the violation ends within the 30 days, the City Manager may discontinue the revocation proceedings. A notice of revocation shall state the reason for the revocation and inform the licensee of the provisions Section 7.036 for appeal.

[Section 7.032 amended by Ord. #2013-01 passed January 8, 2013]

7.034 Suspension of License. If a licensed business presents an immediate danger to persons or property, the City Manager may suspend the license for the business at once. The suspension takes effect immediately upon notice of suspension's being received by the licensee or being delivered to the licensee's business address as stated on the licensee's application. Such a notice shall be mailed to the licensee and state the reason for the suspension and inform the licensee of the provisions for appeal under Section 7.036. The City Manager may continue a suspension so long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 7.036.

[Section 7.034 amended by Ord. #2013-01 passed January 8, 2013]

7.036 Appeal.

1. An applicant whose application for a license has been denied or a licensee whose license has been denied renewal, has been suspended, or is to be revoked may, within 30 days after the notice of denial, suspension or revocation is mailed, appeal in writing to the Council.
2. The appeal shall state:
 - A. The name and address of the appellant.
 - B. The nature of the determination.

- C. The reason the determination is incorrect.
 - D. What the correct determination of the appeal should be.
3. An appellant who fails file the statement within the time permitted waives objections, and the appeal shall be dismissed. If a notice of revocation is appealed, the revocation does not take effect until final determination of the appeal. The Council shall hear and determine the appeal on the basis of the written statement and any additional evidence it considers appropriate. The appellant shall be given written notice of the hearing on the appeal 14 days prior to the hearing. At the hearing, the appellant may present testimony and oral argument, personally or by counsel, and any additional evidence. The rules of evidence as used by courts of law do not apply, and the decision of the Council after the hearing is final.

7.038 Posting of License.

- 1. Except as provided in subsection (2), at all times after the issuance of the license, the license shall be posted in a conspicuous place upon the business premises, available for inspection by the public, City employees and by employees and prospective employees of the business.
- 2. When the licensee has no office, business premises or other established place of business in the City, the license shall be in the possession of the representative of the business who is present in the City at all times during which business is being transacted by any employee or representative in the City, and shall be made available for inspection by the public, City employees and by employees and prospective employees of the business.

[Section 7.038 amended by Ord. #2013-01 passed January 8, 2013]

7.040 Contents of License. Licenses shall be issued to the applicant in the name of the business to be licensed and shall designate the nature of the business, the address of the business premises, if any, and the date of issuance.

7.042 Business License Fee.

- 1. The fees for all licenses required under this Chapter shall be established by City Council resolution.
- 2. Any change in the license fee shall not apply retroactively to a license already in effect.
- 3. Nothing in this code shall be construed as vesting a right in persons under a contract obligation on the part of the City for the amount or character of a business tax.

[Section 7.042 amended by Ord. #97-42 passed November 11, 1997]

[Section 7.042 amended by Ord. #2003-11 passed March 25, 2003]

[Section 7.042 amended by Ord. #2013-01 passed January 8, 2013]

7.044 Limitations. No license required under this Chapter shall:

- 1. Be assignable or transferable.
- 2. Authorize a person other than the one named therein to operate the licensed business or activity.
- 3. Authorize any other business or activity than set out in the license.

[Section 7.044 amended by Ord. #2013-01 passed January 8, 2013]

7.046 Penalty. A business that the City Manager has determined knowingly operated without a business license will be considered in violation of Section 7.014. A violation of Section

7.014 is a Class B civil infraction. Every day that a business operates without a required license shall be a separate violation.

[Section 7.046 amended by Ord. #2013-01 passed January 8, 2013]

7.048 Enforcement. In addition to the civil infraction procedure, the City may file a civil action to recover fees unpaid or, after mailing notice via certified mail to the person responsible for said business, the City may place a lien against the real property where the business is located for the amount of the fee plus interest.

[Section 7.048 amended by Ord. #2013-01 passed January 8, 2013]