



NEW BUSINESS, OCCUPANCY & LICENSE APPLICATION

One form for initial review, commercial occupancy, and annual business licensing

1 APPLICATION PURPOSE & FEES — check all that apply

Select	Application purpose	Fee
☐	Intent / initial review for a new business or new owner	No fee
☐	Commercial occupancy permit — new business or change of ownership	\$250 one-time*
☐	Commercial business license — new or annual renewal	\$50 annually*

***Fee note:** Fees shown reflect the current source forms and should be confirmed before adoption. Planning Commission, engineering review, plan review, permits, and sign fees are separate when applicable.

Reason for application: ☐ New business ☐ New owner of existing business ☐ Annual renewal ☐ Relocation ☐ Name change ☐ Other: _____

2 BUSINESS & PROPERTY INFORMATION

Business legal name			
Doing business as (DBA)			
Business/property address/unit number			
Parcel number			
Business phone			
Business email (required)			
Federal Tax ID (EIN)			
Type of business			
Brief description of business			
Hours of operation		Total employees	
Square footage leased		Proposed opening date	

3 PRIMARY BUSINESS OWNER / AUTHORIZED APPLICANT

Name / corporation		Primary phone	
Mailing address		Secondary phone	
City, state, ZIP		Email	

4 ADDITIONAL PARTNERS, OFFICERS OR OWNERS

Name	Title / role	Phone	Email

5 EMERGENCY CONTACTS

Name	Relationship / role	Primary phone	Alternate phone / email

6 BUILDING / PROPERTY OWNER

Owner name		Phone	
Mailing address		Email	
City, state, ZIP			

7 USE, CONSTRUCTION & ATTACHMENTS

- ☐ Parking plan attached (required for initial review)
- ☐ Renovations or alterations are proposed ☐ No renovations proposed
- ☐ Food will be prepared or sold ☐ Permanent or temporary signage is proposed
- ☐ Applicant requests a preliminary code-update inspection

Briefly describe proposed work, changes in use, food operations, or signage:

Important: Approval of this application does not authorize construction or occupancy. Separate plan review, building permits, inspections, fire/health approvals, sign permits, and Planning Commission review may be required. Do not begin regulated work until required permits are issued.

8 ACKNOWLEDGEMENT & SIGNATURE

I certify that the information provided is true and complete. I understand that permits and licenses are non-transferable where required by ordinance, that fees are due as directed by the City, and that the business may not occupy or operate from the premises until all required approvals have been issued. I agree to comply with applicable City ordinances and inspection requirements.

Applicant signature	
Printed name and title	
Date	

CITY USE ONLY

Date received		iWorQ #	
Intent review	☐ Approved ☐ Referred ☐ Denied	Planning Commission	☐ Not required ☐ Required
Occupancy fee	\$_____	Business license fee	\$_____
Other fees	\$_____	Total paid	\$_____
Payment method	☐ Check ☐ Cash ☐ Credit card	Receipt / check no.	