



BUSINESS LICENSE APPLICATION

APPLICATION FEE: \$125.00
if sign permit included: + \$30.00

NOTES:

- Incomplete applications will not be processed and will be returned to the applicant.
- A separate license is required for each distinct physical location of your business.
- If your business moves to a new location, a new license will be required.
- Additional information may be requested by any department as required.
- If business is a food service business, a copy of the Idaho South Central Health District permit must be attached.

Account #: _____ <i>Official use only</i>

BUSINESS BASICS

Business Name: _____

Physical Address: _____ unit/suite #: _____

Mailing Address: _____

Telephone No. _____ Fax No. _____

Email Address: _____

Website Address: _____

Owner Name: _____ Telephone No. _____

Manager Name: _____ Telephone No. _____

Business hours: ____ a.m./p.m. ____ a.m./p.m., M T W TH F Sa Su

Description of type of business being conducted: _____

Square footage of the building/unit/space your business occupies? _____

Target Opening Date: _____ **NOTE: an approved Business License is required prior to opening; the review process takes at least 2 weeks. Submit application at least 3-4 weeks prior to target opening date.**

Would you like to be listed on our website? Yes No

If yes, please fill out the enclosed Online Business Directory form.

Would you like HPD to provide a security assessment? Yes No

EMERGENCY CONTACT NAME: _____ **PHONE:** _____

Official use only

RPH _____ Legal Description: _____ Sub, Block _____, Lot _____

Zoning District: _____ Applicable use category listed in Zoning District: _____

Business Activity (NAICS 6 digit) _____ NAICS Activity Description _____
(NAICS code and activity entered in notes section of Business License/Maintenance/License)

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PARKING, SIGNS AND USE OF SIDEWALKS

Contact: Planning Coordinator, Bart Bingham, 788-9815, ext. 20

1. How many parking spaces are located on the property your business is located? _____
2. How many other businesses are located in the same building/complex? _____
3. What is the square footage of the unit where your business will be located? _____
4. If you are adding a new sign or changing an existing sign for your business, please attach the following (including this information, with an additional \$30 fee, will constitute a sign permit application):
 - A picture of the building or simple drawing showing the length of the front of the building and the location of the sign on the building or property.
 - Colored picture or scaled drawing including: color samples, dimensions of all sign faces, descriptions of materials to be used, and manner of construction and method of attachment. For portable signs, method of weighting or anchoring of sign.
 - For portable signs to be located within the public right-of-way, a site plan specifying the right-of-way, the adjacent property, and the location of the proposed portable sign.
 - A lighting plan for the sign, if applicable.
 - A copy of a State of Idaho Electrical Installation Permit for any internally lit or neon sign (Idaho Division of Building Safety (208) 334-3950 http://dbs.idaho.gov/Permit_Forms/permit_app.pdf).
5. Will any outdoor areas of your business premises or the sidewalk in front of your business be used for sales, displays, vending stands, tables, seating, or storage?
Yes No

If yes, please attach a diagram of the business property showing the location of these areas in relationship to pedestrian traffic, parking, ingress, egress, disability access and structures (fences, sheds, building, tents, etc.).

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BUILDING / FIRE

Contact: Building Official, Dave Ferguson, 788-9815, ext. 16

Fire Marshal, Mike Baledge, 788-3147

1. Number of employees? _____
2. Do you intend to remodel or alter the exterior or interior space in any manner?
Yes No

If yes, please briefly describe the proposed improvements. _____

NOTE: A building permit will be required for improvements.

3. Please provide a simple floor plan showing the proposed placement of merchandising stands, racks, furnishings (i.e., desks), temporary walls, etc. Attached
 Unknown at this Time

NOTE: Permanent walls or built-in fixtures will require a building permit.

4. Are you a new tenant in an existing building? Yes No

If yes, what type of business are you replacing? _____

NOTE: A change of occupancy (for example, retail clothing to restaurant), remodel or alteration, may require upgrades to meet code requirements for people with disabilities, or to meet other code requirements.

The following Fire Code requirements must be met:

1. A fire extinguisher having a minimum rating of 2A:20B; C must be installed in a visible and accessible location not to exceed 75 feet of travel distance. All fire extinguishers must be inspected and tagged annually; visual inspections of fire extinguishers are available free of charge through the Hailey Fire Department.
2. All exits and halls leading to the exit must be kept free of all obstructions. All exit door locking devices must be a single action type and cannot require keys or special knowledge to open the exit.
3. Some businesses involving industrial occupations such as welding, painting, etc., require an operational permit. Permits may be obtained through the Hailey Fire Department.

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