

Business License Renewal Information Check List

- ✓ All business licenses expire on December 31st every year.
- ✓ Your business license must be renewed prior to this date to avoid penalties.
- ✓ Renewal of your business license must be done in person by the licensed individual. This is a new federal regulation through the Department of Homeland Security. **NO EXCEPTIONS.**
- ✓ Copies of drivers license and all State and Federal required licenses must be included with your application.
- ✓ If you move your business location, change the name of your business, or make any other changes not included on your original application, you must submit a new application.
- ✓ You are responsible for providing written notification of change in business location or closure. Failure to do this will result in YOUR being responsible for all taxes related to the business. Taxes, penalties and interest will accrue accordingly.
- ✓ A Sign Permit must be completed and approved by the Code Enforcement Officer prior to any signage (this includes lettering on windows and doors) being placed at the business location. Failure to complete the required permit could result in additional expenses for you, i.e. you could be asked to remove your sign or lettering if it does not comply with City ordinance or Historic Preservation guidelines.
- ✓ **PLEASE REMEMBER: If you have closed your business the City must be notified in writing.**