

PART II - CODE OF ORDINANCES  
Chapter 26 - LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS

ARTICLE III. - BUSINESS REGISTRATION CERTIFICATE

**ARTICLE III. - BUSINESS REGISTRATION CERTIFICATE**

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**Sec. 26-60. - Definitions.**

**City Code Section 117-1 (Definitions) is hereby incorporated into this Article**

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Business* means an establishment, occupation, employment, or enterprise where merchandise is manufactured, exhibited or sold, or where services are offered for compensation.~~

~~*Zoning administrator* means the city's community development department.~~

(Code 1978, § 7.20.01, subd. 2; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

**Sec. 26-61. - Violation.**

Any person who violates any of the provisions of this article is guilty of a petty misdemeanor.

(Code 1978, § 7.20.01, subd. 6; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

**Sec. 26-62. - Purpose.**

The purpose of this article is to establish a process for the city to obtain and maintain current information on all businesses located in the city. The obtained information will allow the city to be informed as to current occupancy and occupancy changes within buildings, permit the city to update and review records regarding emergency contact lists, fire preplan, inspection, and hazardous materials. The information will permit the city to verify that any business intending to operate within the city shall comply with the state building code, the state fire code, and local Code requirements. The city police department will be notified of any hazards or security issues that may affect the community's health, safety and welfare.

(Code 1978, § 7.20.01, subd. 1; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

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**Sec. 26-63. - General requirements.**

- (a) *Certificate.* No person or entity shall operate any business in the city without first obtaining a business registration certificate (BRC) issued by the city.
- (b) *Application.* The applicant shall provide such information as required on forms furnished by the city. The completed form shall be submitted to the ~~city zoning administrator~~ **city zoning administrator**. The application shall be filed with the ~~city zoning administrator~~ 30 days prior to any business's intended occupancy, or 30 days prior to the existing BRC's expiration date.
- (c) *Term.* A BRC shall be effective from January 1 to December 31 of each year, unless otherwise provided in this Code.
- (d) *Renewal.* No BRC shall be automatically renewed. Applications for renewal shall be submitted to the zoning administrator prior to the BRC's expiration date.
- (e) *Display.* Any person to whom a BRC is issued pursuant to this article shall be required to display the BRC at the business or entity in public view.
- (f) *Fees.* The BRC fee required shall be established by ordinance. When an existing BRC holder changes its name but does not substantially change its business operations, the applicant shall reapply for a new BRC, however no additional BRC fee shall be required. Any business licensed under the provisions of this Code shall be exempt from such fee.

(Code 1978, § 7.20.01, subd. 3; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

**Sec. 26-64. - Required application information.**

- (a) The application for a BRC shall contain the following information:
  - (1) Name of proposed business.
  - (2) Address of business (including suite number, if applicable).
  - (3) Phone number of business.
  - (4) Business fax.
  - (5) Business website/email address.
  - ~~(6) Zoning district where the business is located.~~
  - (7) Key holder contact information.
  - (8) Type of business operation.
  - (9) Building owner's name, address, and phone numbers.
  - (10) Amount of flammable/combustible liquid storage on the business site.
  - (11) Amount of hazardous materials storage on the business site.
  - (12) Amount of explosive material or ammunition on the business site.
  - ~~(13) Unique operation or design of the business.~~
  - (14) Hours of operation.
  - (15) Name of alarm company **and dispatch phone number** serving the business site.
  - ~~(16) Alarm status (audible, silent).~~
  - (17) Type of alarm system on the business site (water flow, burglar, glass break).

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(18) Any other information the city may find necessary to accomplish the purpose of this article.

- (b) Applications must be returned to the zoning administrator within 30 days of receipt of the application. Applicants who do not return application within the required time period will be considered in violation of this article and will be subject to prosecution in accordance with [section 26-61](#)

(Code 1978, § 7.20.01, subd. 4; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

**Sec. 26-65. - Issuance of business registration certificate.**

Upon completion and approval of the following, the city will issue a BRC to the business:

- (1) Receipt of a complete BRC application;
- (2) City review of the BRC application; and
- (3) Verification that the business complies with this Code, state building code, and the state fire code.

(Code 1978, § 7.20.01, subd. 5; Ord. No. 03-12, 6-2-2003; Ord. No. 04-45, 12-27-2004)

**Secs. 26-66—26-88. - Reserved.**