

## 2020 Business License Requirements

Business Licenses	2020 Fee	Expires	Renewal	2020 Updated ordinance in process							Documents Required			Can Be Prorated?	Total Fee w/bkgd ck (in-state)	
				Background Check	Notarized App?	Background Check Fee	Prop Owner Permission	City Council Approval	Public Hearing	Cert of worker's comp ins	Cert of liability ins	Cert of vehicle ins				
Amusement Center (Carnival Circus) License	\$ 250.00	14 Days		X		\$ 35.00			X			X			No	\$ 285.00
Garbage and Refuse Hauler's License	\$ 50.00	Dec 31	X						X			X	X	X	No	\$ 50.00
Massage Therapist License	\$ 50.00	Dec 31	X	Annual	1st Time	\$ 35.00			X						No	\$ 85.00
Massage Therapy Business New License <sup>1</sup>	\$ 100.00	Dec 31	X	Annual	1st Time	\$ 50.00			X			X	X		No	\$ 150.00
Pawnbroker License	\$ 4,000.00	Dec 31	X	Annual	1st Time	\$ 500.00			X			X	X		Yes	\$4,500.00
Peddler, Solicitor (door to door)	\$ 100.00	Dec 31		Annual		\$ 35.00			X			X			No	\$ 135.00
Second Hand Goods Dealer License	\$ 2,000.00	Dec 31		Annual	1st Time	\$ 500.00			X			X	X		No	\$2,500.00
Special Events <sup>2</sup> (Music Festival)	\$ 50.00	Valid date of event				0	Yes		X				X		No	\$ 50.00
Temporary Intoxicating (uses state form)	\$ -	Valid date of event							X				X			-
Tobacco Sales License <sup>3</sup>	\$150-250	Dec 31	X	Annual		\$ 35.00			X			X			Yes	\$150-250
Transient Merchant License (parks in single place)	\$ 100.00	60 days		Annual		\$ 35.00	Yes		X						No	\$ 135.00

### Liquor Licenses

Liquor - 3/2 Beer Off Sale	\$ 100.00	Jun 30	X	Annual	YES	\$ 500.00			X	1st time*		X		Yes	\$ 600.00
Liquor - 3/2 Beer On Sale	\$ 200.00	Jun 30	X	Annual	YES	\$ 500.00			X	1st time*		X		Yes	\$ 700.00
Liquor - 2 AM Closing, addition to \$5000	\$ 300.00	Jun 30	X	-					X	1st time*		X		Yes	\$ 300.00
Liquor - Off Sale <sup>4</sup>	\$ 380.00	Jun 30	X	Annual	YES	\$ 500.00			X	1st time*		X		Yes	\$ 880.00
Liquor - On Sale	\$ 5,000.00	Jun 30	X	Annual	YES	\$ 500.00			X	1st time*		X		Yes	\$5,500.00
Liquor - On Sale Sunday, addition to \$5000	\$ 200.00	Jun 30	X	-					X	1st time*		X		Yes	\$ 200.00
Liquor - Business name change only	\$ 50.00	Jun 30	X	Annual	YES	\$ 500.00			X					Yes	\$ 550.00
Wine On-sale	\$ 1,000.00	Jun 30	X	Annual	YES	\$ 500.00			X	1st time*				Yes	\$1,500.00

Full schedule of rates/fees located in I:\WEBPAGE\2019\Finance Dept

<sup>1</sup> New Business fee \$100 + \$50 per massage therapist (+ \$35 backgrd ck)

<sup>2</sup> Excludes special events for Non-Profits, no fee charged

<sup>3</sup> With age verification technology fee \$150, without \$250

<sup>4</sup> Gets \$100 discount if meet state statutes conditions + \$100 discount purchasing/utility ID technology

**Non-Profit** Peddler, Solicitor or Transient Merchant License - Doesn't have to have a license

### Notes

- Consumption license (no sale) special, no city license required per Sept 2017 email in Laserfiche

- 1st time liquor licenses have \$500 fee for background checks (or change of name; none for change in ownership)

- All **NEW** liquor licenses require a public hearing (includes change in owners)

**\* NEED COLOR COPY OF DRIVER'S LICENSE for Background Checks**

### Transient Merchant/Peddler/Solicitor

1. Make sure form fully filled out.

- Background check is required each year.
- Get **COLOR** copy of Driver's License.
- Take photo of applicant (camera in Wendy's bottom drawer).

2. Take payment \$100.00 fee + \$35 per B/C (CC enter into Clover Mini, checks give to Pam)  
Provide receipt if needed.

NOTE: One form filled out per company, one background check for each employee

Update 12/3/2019