

BUSINESS LICENSE APPLICATION ✧ CITY OF SANDPOINT, IDAHO

New License / Currently No License **OR**  Currently Licensed Business changing:  location  ownership  nature of business

**PLEASE SUBMIT AT LEAST TEN BUSINESS DAYS PRIOR TO STARTING BUSINESS.**

Date business will begin operating in Sandpoint or date change will take effect: \_\_\_\_\_

Name of Business: \_\_\_\_\_  
*(the business name that is displayed on signs and advertising / what the business is commonly known as)*

Other name(s) under which business might be conducted: \_\_\_\_\_

Is this business operated from a storefront, office, home, or other building within Sandpoint **city limits**?  Yes  No

If "Yes", what is the physical street address: \_\_\_\_\_ \*

If "No", providing the business street address is optional, but the business mailing address is required (see below).

Business mailing address: \_\_\_\_\_ \*  
**A business license cannot be issued without a valid mailing address for your business.**

Business phone number: \_\_\_\_\_ \* Business fax number: \_\_\_\_\_

Business email address (optional): \_\_\_\_\_

Business website address (optional): \_\_\_\_\_

Business Entity Classification -- *How is this business filed with the Idaho Secretary of State's Office?*

Assumed Business Name (ABN)  Limited Liability Company (LLC)  Partnership  Corporation  filing not required

*Pursuant to Idaho Code § 30-21-805, you must register your business name with the Idaho Secretary of State, unless your business name is the same as your own personal name (must include both your first and last name). Visit: www.sos.idaho.gov*

Business Type:  Retail  Service  Professional  Manufacturing  Wholesale  Home Occupation  Other

Name(s) of Owner(s): \_\_\_\_\_  
*Attach separate sheet, if necessary. If owner is a corporation, please attach separate sheet listing officer names & titles.*

Owner's/Corporate mailing address: \_\_\_\_\_ \*  
*if different from business mailing address provided above*

**LOCAL** After-Hours Emergency Contact and Phone Number: \_\_\_\_\_ \*  
*Do not enter the regular business phone here. This needs to be a separate emergency name and phone number.*

What is the nature of the business that will be conducted? *(What will be sold or what services will be performed?)*

I acknowledge that I have reviewed and agree to abide by Sandpoint Business and License Regulations, City Code Title 3, Chapter 11, and, if applicable, Sandpoint Home Occupation Regulations, City Code Title 9, Chapter 11.

\*I understand that the information I have provided on this application is public record and that a home address or home/mobile phone number used in conjunction with my business can be disclosed under the Public Records Law.

\_\_\_\_\_  
Signature of Owner or Owner's Agent

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
name of person who signed the application

\_\_\_\_\_  
name of person who completed the application (if different)

License Fee: \$50 if new **or** \$25 for changes (Check? payable to: City of Sandpoint)

*Proof of 501(c)(3) status required for fee waiver.*

**If business physical address is within Sandpoint city limits, commercial or residential, please complete page 2.**

*City of Sandpoint Office Use Only*

\_\_\_\_\_  
check # (or "cash" "card")

\_\_\_\_\_  
receipt #

\_\_\_\_\_  
License #

RECEIVED

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**This page only pertains to and should only be completed by businesses with a physical street address (residential or commercial) within Sandpoint City limits. Please note that some properties in certain areas of unincorporated Bonner County have been assigned a Sandpoint address but are not located within city limits.**

1. BUSINESS HOURS: Is the business open all year?  Yes  No Comments: \_\_\_\_\_

**If not**, indicate months open:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

What are your hours of operation?  Saturday: \_\_\_\_\_  Sunday: \_\_\_\_\_

Mon: \_\_\_\_\_  Tue: \_\_\_\_\_  Wed: \_\_\_\_\_  Thu: \_\_\_\_\_  Fri: \_\_\_\_\_

2. BUSINESS SPACE: Square Footage \_\_\_\_\_ Occupancy Load \_\_\_\_\_ (estimate if unknown)

How many people does this business employ in Sandpoint? \_\_\_\_\_ or Owner Only?  Yes

What is the maximum number of people who will work at the business location at one time (per shift)? \_\_\_\_\_

Will you discharge fats, oils, grease or anything other than domestic sewage into the sewer system?  Yes  No

Will you sell, use, or store flammable materials or liquids at the business location?  Yes  No

Does this business own or does it rent its business space?  Own  Rent/Lease

**If renting**, please provide contact information for the owner/property manager of the building or business space:

Bldg Owner/Mgr Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. ZONE WHERE BUSINESS IS LOCATED:  Commercial A  Commercial B  Commercial C

Industrial General  Industrial Business Park  Industrial Technology Park

Mixed Use Residential  Residential Multi-Family  Residential Single-Family  Rural Residential

To determine your zone, visit the Planning Department section of the City's website, [www.sandpointidaho.gov](http://www.sandpointidaho.gov), or call the Planning Department at 263-3370 or consult Planning Department staff at City Hall, 1123 Lake Street.

4. Please check any of the following that apply to your business.

- 24 hour care facility, boarding residences, day care facility, dormitories and nursing home
- Ammunition storage and sales
- Auto Repair
- Compressed gas storage or distribution
- Restaurant, commercial kitchen, night club, brewery, entertainment venues
- Fireworks for sale or display
- Flammable liquids or solids for sale, storage or distribution and fuel dispensing
- Flammable finishes, paint booth or produce flammable vapor production
- Hazardous materials storage and distribution
- High-piled storage
- Hot works, to include welding, cutting, use of a torch
- Occupant load of 49 or greater
- Open flames (any operation where an open flame is utilized)
- Woodworking

5. REMODELING: Will you be remodeling any portion of the building where the business is located?  Yes  No

If so, please ensure you have obtained any permits you will need and that you are in compliance with Sandpoint's building regulations, City Code Title 8. Call the Public Works Department at 263-3407 if you have any questions.

6. SIGNS: Do you intend to install, rework, or hang a sign?  Yes  No If "Yes", **a sign permit is required.**

All signs/banners within Sandpoint city limits must be in compliance with the Sign Code, Chapter 6 of Title 9, Sandpoint City Code. You can find the permit application on the City website or in the Planning Dept at City Hall.

7. HOME BUSINESSES: If this business is a home occupation, please ensure that it is in compliance with Sandpoint's Home Occupation Regulations, City Code Title 9, Chapter 11. With very limited exceptions, signs are not allowed in residential zones, and there should be no customer traffic. Call the Planning Dept at 263-3370 with any questions.

*City of Sandpoint Office Use Only*

Sandpoint City Hall

1123 Lake St., Sandpoint, ID 83864

(208) 255-2828 ✧ [www.sandpointidaho.gov](http://www.sandpointidaho.gov)

Name of Business \_\_\_\_\_

License Number \_\_\_\_\_

License Issue Date \_\_\_\_\_