
Instructions

Application for Temporary License

- Please complete all areas of the form in full.
 - The form should be typed or printed legibly.
 - The form should be dated and signed by an owner, partner, or officer of the business.
 - The form will initiate the process for registering your business with the municipality.
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If your business will have a physical location within the municipality, please use that address on the front of this form (Complete separate forms for each physical location in the city).

After completing this form it can be mailed, sent by fax or where possible, sent by electronic mail to the municipality.

Upon receipt of the completed form, the municipality will provide any additional forms and information regarding other specific requirements to you in order to complete the license process and collect fees due.

All license renewals are due January 1 and delinquent February 1, with the exception of insurance company licenses which are due January 1, delinquent March 2.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that municipality. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the municipality, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact municipality for any zoning, building code and/or tax liability requirements.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

All municipalities are required to obtain a copy of individual/entities board certifications and/or permits prior to issuance of a municipal business license.

Please provide a copy of your certification/permit along with your application (if applicable).

Should you have any questions concerning the completion of this form or the licensing and/or registration process, please call the number on the front of this form to obtain a more detailed explanation.

Issuance of a business license by RDS does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules.