

# **Business License Application Requirements**

**Department of Business Affairs | Updated: February 2024**

All businesses operating within city limits must obtain appropriate licenses and permits before commencing operations.

## **General Business License**

Annual fee: \$150 for businesses with gross receipts under \$100,000; \$350 for receipts over \$100,000. Applications require Federal EIN, proof of liability insurance (\$1M minimum), and zoning approval letter.

## **Home-Based Business Permit**

Businesses operated from residential properties require special permits. Restrictions include no external signage, no employee parking on street, and operations limited to 8AM-6PM weekdays only.

## **Food Service Licenses**

Restaurants and food vendors must obtain health department permits in addition to business licenses. Requirements include food handler certifications, health inspections (minimum score 85), and grease trap installation for commercial kitchens.

## **Professional Services**

Contractors, medical professionals, and other licensed practitioners must provide proof of state licensing and professional liability insurance. Renewal required annually with 30-day grace period.