



BUSINESS LICENSE AMENDMENT APPLICATION

APPLICATION FEE: \$50.00

NOTE 1: Incomplete applications will not be processed and will be returned to the applicant.

NOTE 2: Additional information may be requested by any department as required.

Existing Business

Business Name: _____

Owner Name: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____

Type of Business Conducted: _____

New Business

Business Name: _____

Owner Name: _____

Mailing Address: _____

Phone #: _____

Emergency Contact & Phone #: _____

Type of Business Conducted: _____

1. Please describe the changes which have led to your request for an amendment to your business license. Please be specific. (Use reverse side if necessary.)

Please complete and sign page 2 of this application.

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2. Will any outdoor areas of your business premise or the sidewalk in front of it be used for sales, displays, vending stands, tables, seating, or storage? Yes No

If yes, please attach a diagram of the business property identifying and showing the location of these areas in relationship to pedestrian traffic, parking, ingress, egress, disability access, and structures (fences, sheds, buildings, tents, etc.).

3. Change in signage? Yes No
If yes, please complete a sign permit application.

4. Change in use? Yes No

5. Do you intend to remodel or alter the exterior or interior space in any manner? Yes No

If yes, please briefly describe the proposed improvements. _____

NOTE: A building permit will be required for improvements.

Applicant Signature: _____ **Date:** _____

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