

OUT OF STATE BASED LOCATION APPLICATION PROCEDURES

Registration and assessment of an occupational tax or business license is assessed on businesses with no location or offices within the State.

Applications require photo ID, must be submitted to the Business License Department for review.

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay processing and inspection fee in accordance with the City's fee schedule

STEP 3: REVIEW

- Inspections Department for site safety inspection

STEP 4: APPROVAL

- Upon satisfactory completion, applicants will be contacted to arrange certificate pick up
- Pay remaining fees