



APPLICATION FEE: \$50.00
Sign Permit: + \$50.00

BUSINESS LICENSE AMENDMENT APPLICATION

Account #: _____
Official use only

USE THIS APPLICATION IF:

- business ownership changes or business name changes
- an existing business wants to use outside space not previously included on the original business license
- an existing business with a valid Hailey business license would like to share its space with other businesses.

PLEASE NOTE:

- incomplete applications will not be processed and will be returned to the applicant
- additional information may be requested by any department as required
- *If an existing business is changing location, then a new business license application is required*

Existing Business License Information

Business Name: _____

Owner Name: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____

Description of Business Conducted: _____

Amendment or Additional Business to be added to Existing License

Business Name: _____

Doing Business As: _____

Owner Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Emergency Contact & Phone #: _____

Description of Business Conducted: _____

Please complete and sign page 2 of this application

- 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.)

- 2. Change in use? Yes No

- 3. 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 may be required.

- 4. 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.).

- 5. Change in signage or adding signs? Yes No

If yes, please attach the following (including this information, with an additional \$50 fee, will constitute a sign permit application):

- A picture of the building or simple drawing showing the length of the front of the building and the location of the sign on the building or property.

- Colored picture or drawing including: color(s) of sign, dimensions of all sign faces, descriptions of materials to be used, and manner of construction and method of attachment.

- For portable signs, method of weighting or anchoring of sign.

- For portable signs to be located within the public right-of-way, a site plan specifying the right-of-way, the adjacent property, and the location of the proposed portable sign.

- A lighting plan for the sign, if applicable.

- A copy of a State of Idaho Electrical Installation Permit for any internally lit or neon sign (Idaho Division of Building Safety (208) 334-3950 http://dbs.idaho.gov/Permit_Forms/permit_app.pdf).

Applicant Signature: _____ **Date:** _____