



Application Fee: \$75.00

Account #: \_\_\_\_\_

LOT #: \_\_\_\_\_

## BUSINESS LICENSE AMENDMENT APPLICATION

This application is applicable if only one (1) of the items below are occurring. If more than one (1) change is taking place, a new Business License Application is required.

- Business ownership change
- Business name change
- An existing business wants to use outside space not previously included in 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.
- Additional information may be requested by any department.
- If an existing business is changing location, a new Business License Application is required.

### Existing Business License Information

Business Name: \_\_\_\_\_ DBA Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Business Conducted: \_\_\_\_\_

\_\_\_\_\_

Existing Owner Signature: \_\_\_\_\_

### Amendment or Additional Business to be added to Existing Business License

Business Name: \_\_\_\_\_ DBA Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_



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Please describe the changes which have led to your request for an amendment to your business license.

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Is the type of business or use changing? Yes \_\_\_\_\_ No \_\_\_\_\_

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. A building permit may be required for such improvements. \_\_\_\_\_

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Will any outdoor areas of your business premises or the sidewalk in front of your business be used for sales, displays, vending stands, tables, seating, or storage or another business? 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.).

Change in signage or adding signs? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes**, please complete a Sign Application.

Authorized Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_