



APPLICATION FEE: \$80.00

ACCOUNT #: _____

LOT # _____

BUSINESS LICENSE AMENDMENT APPLICATION

This application is applicable if only one of the below items are occurring. If more than one change is taking place a new business license application will be required:

- business ownership change
- 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.
- A secondary business license would like to share space with an existing business

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: _____ 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: _____



APPLICATION FEE: \$80.00

ACCOUNT #: _____

LOT # _____

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

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. _____

NOTE: A building permit will be required for improvements.

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.).

Change in signage or adding signs? Yes _____ No _____

If yes, please complete a Sign Application.

Authorized Personnel Signature: _____ Date: _____