

## City of Soda Springs Business License Application

**Business License Fee** - \$25.00 for (1-5) employees and \$5.00 for each additional employee to the maximum of \$100.00 (Soda Springs Municipal Code 5.16.030).

Business licenses are good for one calendar year, January 1-December 31. Fee is due January 31<sup>st</sup> and considered delinquent if not renewed by March 15.

**Traveling Concession Fee** - \$25.00 per day accompanied by permission in writing from property owner (Soda Springs Municipal Code 5.04.020).

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

Soda Springs Business Address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Owner Address & Phone: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Address & Phone: \_\_\_\_\_

Description or Nature: \_\_\_\_\_

Average # of employees per payroll during previous year: \_\_\_\_\_

If you have taken over business from another licensed owner during the past year, please complete the following:

Date acquired: \_\_\_\_\_ Old Business Name: \_\_\_\_\_

Owner \_\_\_\_\_ License # \_\_\_\_\_

Circle One:    Corporation                  Partnership                  Sole Proprietor                  LLC

I CERTIFY THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(For Office use only)**

New Account # \_\_\_\_\_ Business License# \_\_\_\_\_ Zone: \_\_\_\_\_

Approved by: \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Note: Completed form can be mailed or faxed with your remittance to City Clerk 9 W 2<sup>nd</sup> S, Soda Springs, Id 83276, Fax # 208-547-2601 or e-mailed to [andrea@sodaspringsid.com](mailto:andrea@sodaspringsid.com)