

City of Hagerman

191 State Street North

P.O. Box 158**Hagerman ID, 83332****Phone 208-837-6636**

clerk@hagermanidaho.us

**Mayor**

Jared Hillier

City Clerk

Ashley Cook

City Superintendent

Justin Hulme

Business License Application Overview

- ✓ Prospective business owners must review the following information.
 - ✓ **Incomplete applications will be denied and returned to the applicant.**
 - ✓ An approved business license is required prior to opening. Please submit application at least 10 business days prior to target opening date (City Code §3-7-4-E).
 - ✓ Business Licenses are valid from the date of approval through the end of the same calendar year.
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General Requirements

- A new business license is needed if the business relocates, changes ownership, or is outside City limits, but will conduct business in Hagerman.
 - Processing takes 1-2 weeks, and approval from each City Department is required.
 - If your Business is a Food Service Business, a copy of the Idaho South Central Health District Permit must be attached.
 - If your Business requires a state issued occupational license, please attach a copy to your application.
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Fire Department Requirements

- Fire Inspections are mandatory, except for home offices.
 - If you are remodeling your business, all remodels must be complete before an inspection is conducted.
 - For further information on Fire Inspection Requirements please see Idaho State Fire Marshal website or call 208-334-4370.
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Planning and Zoning

- Certain businesses may not be permitted to operate in certain zones. Please check with Hagerman City Hall if you have any questions.
 - Provide square footage, type of business, parking details, and any new signage plans.
 - Submit a sign permit application if installing or changing a sign.
 - Failure to provide the required information and failure to comply with applicable codes may result in a delay or denial of business licensure.
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Annual Business Application License Fee:

\$10 (Non-Refundable)

Business License Application

Applicant:	Date:
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Business Basics	
Name of Business (DBA):	
Physical Address:	
Mailing Address:	
Phone:	Emergency Phone:
Email:	
Website:	
Owner:	
Home Based Business: Yes / No	
State Sales Tax ID:	EIN:

Business Information
Business name and type of use at this location:
Describe proposed business operation and type of use:
Proposed opening date:
Hours of Operation:
Number of Employees:
Manager Name and Phone Number:

Property Owner Information	
Name:	
Mailing Address:	
Phone:	Emergency Phone:
Business Operated from your residence: Yes / No	

Checklist:

- Business License Application with \$10 Fee
- Beer, Wine, & Liquor-By-The-Drink License Application and Corresponding Fees (If Applicable)
- Fire Inspection Report
- Copy of Current South Central Public Health Permit
- Copy of Idaho Seller Permit (State of Idaho Tax ID)
- Copy of Drivers License if Mobile Food Truck
- Written letter from property owner allowing operation of same Mobile Food Business.
- Confirmation of permission from the property owner allowing employees and customers access to a commercially plumbed public restroom on site.
- Site plan depicting location of Mobile Food Business.
- Gray water removal plan

For Office Use only

Date Received:	
Date Approved:	
Approved by:	

Cash:		
Check/Money Order:		Check Number:
Credit Card:		