



CITY OF DONNELLY
169 Halferty Street - PO BOX 725
Donnelly, ID 83615
208-325-8859

BUSINESS LICENSE INFORMATION

What is the Purpose of Business Licensing?

Business licensing provides information relating to business operations within the City that will aid City personnel in providing police, fire and environmental protection of businesses and to further the economic development of the community.

Who is required to obtain a Business License?

All wholesale and retail businesses and all activities, occupational callings, trades, pursuits or professions that conduct business from a location within the City of Donnelly with the object of gain, profit, benefit or advantage, are required to obtain a Business License.

Each business location shall be deemed a separate business unless it is a specific annex to the main location of the business.

The license is not intended to repeal any license or franchise provisions of any other Ordinance of the City of Donnelly, nor is the license to be considered a waiver of any other requirements of compliance with any federal, state and local laws.

No person shall engage in any business within the City of Donnelly for which a license is required by Ordinance No.192 adopted by the Donnelly City Council on March 10, 2008 - without having submitted a Business License application to the City Clerk and receiving a Business License in accordance with the provisions of City Code.

Business licensing shall be in addition to any other licenses required by the City of Donnelly.

How often is a Business License renewed?

A Business License shall be valid for one year from September 1 to August 31 of each year, so long as the ownership, management, nature of the business or location of the business remains unchanged. Initial licenses will be pro-rated for the duration of the year of the filing of the application.

What is the cost of a Business License?

The annual fee for a Business License is \$75.00 for the first year and \$25.00 for each renewal.

Who would be exempt from the Business License requirement?

Persons who make occasional sales of their own household property, not more than twice each calendar year.

Domestic servants, newspaper carriers or casual labor not included as temporary employees of a regularly conducted business.

What businesses are exempt from the annual fee?

A business qualifying as a nonprofit business, including charitable activities, within the meaning of Section 503 of the United States Internal Revenue Code. Possession of a certificate of such status from the

Internal Revenue Service shall be required to qualify for this exemption.

Any agency of the United States government and any political subdivision of the State of Idaho. Agency will still be required to fill out Business License application.

Occupied space in a flea market, but fee shall apply to the operator of the flea market.

How do I apply for a Business License?

A Business license application can be obtained from the City Clerk's Office at City Hall, 169 Halferty Street, PO Box 725, Donnelly, Idaho or call us at 208.325.8559.

The owner or his agent shall personally sign the application for a Business License.

After the application is reviewed by the appropriate City Departments, a Business License will be issued showing issue and expiration dates.

Every business required by City Code to obtain a Business License shall display the license in a prominent location upon the business premises.

What if there is a change of ownership, management, nature of business or location of business?

Whenever ownership, nature of the business or location of any business within the City is changed, a new Business License application reflecting the change shall be presented to the City Clerk within ten days of said change. The date of the issuance of the new license shall be the new anniversary date for license renewal.

Whenever the management of the business changes, the City Clerk shall be notified in writing of the name of the new manager, residence address and residence phone number of the new manager.

Am I able to appeal denial of a license?

Any applicant who has made an application for a license under the provisions of City Code, and who has been denied a license, or any person holding a license which is revoked or suspended, may request a hearing from the City Council.

How do I appeal to the City Council?

The City Council meets on the third Monday of each month. The City Clerk must receive a written request for a hearing to appeal denial of a Business License the Monday, two weeks prior to the next City Council meeting.

Anything else I should know?

All businesses shall comply with all applicable federal, state, and local laws and regulations.

A Business License may be denied, suspended, or revoked for failure of the applicant to comply with the provisions of the City Code.

In the event that a violation is brought to the attention of the City, before revoking or suspending a Business License, the City shall serve notice upon the license holder, setting forth in general terms the claimed violation or violations and shall provide a time for the licensee to respond to the allegations.

The City may revoke or suspend a Business License if it is found that the license was issued in error or that the licensee has violated the provisions of the City Code. No refund of any unused portion of the license fee shall be made to the licensee.

If you have questions regarding business licensing, contact the City Clerk's office at 169 Halferty Street, PO Box 725, Donnelly, Idaho, or call 208-325-8859.



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DONNELLY, IDAHO 83615

BUSINESS LICENSE APPLICATION

(Please type or print clearly)

Business Name: _____

Street Address: _____

Business Mailing Address (If different from street address): _____

Bus. Phone: _____ Fax: _____ Emergency Phone: _____

Email Address: _____

Nature/Type of Business: _____

Date Business Established: _____

Owner Name: _____

Address: _____

Phone: _____ Fax: _____ Emergency Phone: _____

Manager/Contact Person (If different from owner): _____

Phone: _____ Fax: _____ Emergency Phone: _____

Home Occupation (Is this business operated out of your residence?) _____

Date: _____

Signature of Owner or Representative

(print name) _____

For Office Use Only:

Zoning OK:	Date: _____	By: _____
License Issue	Date: _____	By: _____
License Number _____		Exp. Date _____
LOT/Sales Tax: Yes _____ or No _____		(example: DLOT 2019-001 – expires in the year 2029)