



City of Caldwell
 Planning and Zoning Department
BUSINESS PERMIT APPLICATION

Section I: BUSINESS INFORMATION

| | | |
|--|---|---------|
| Legal Business Name: | | |
| Doing Business as (DBA): | | |
| Physical Street Address Of Business: | | Suite#: |
| City: | State: | Zip: |
| Business Mailing Address: | | Suite#: |
| City: | State: | Zip: |
| Business Phone: | Business email: | |
| Business Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC | | |
| Idaho State License No: | | |
| Anticipated Business Start Date (in Caldwell): | | |
| If business is located in the Central Business District , will you be selling used merchandise? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , what percentage of your business inventory will be dedicated to used merchandise? _____ | | |
| Type of Business: | NAICS code(s) (6-digit) : <i>(Please enter 6-digit NAICS code for all business uses you are applying for under this permit)</i> | |

Section II: APPLICANT INFORMATION

| | |
|----------------------------------|-------------|
| Applicant Name (Business Owner): | Cell Phone: |
| Applicant Address: | Email: |
| City: | State: Zip: |

Section III: PROPERTY OWNER INFORMATION

| | |
|----------------------|-------------|
| Property Owner Name: | Cell Phone: |
| Applicant Address: | Email: |
| City: | State: Zip: |

Section IV: AUTHORIZED AGENT or REPRESENTATIVE *(If different from applicant)*

| | | |
|------------------|----------------|------|
| Company Name: | | |
| Contact Name | Cell Phone: | |
| Company Address: | Contact Email: | |
| City: | State: | Zip: |



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Section V: BUILDING / TENANT SPACE / SITE INFORMATION

Prior use of space you will be occupying:

Previous name of business at this location:

Proposed use of building or space:

Is the business location in a commercial or residential structure: Commercial Residential

Are you the first tenant in this building or space: Yes No

Square footage of area business will occupy:

of existing parking spaces:

of existing bicycle spaces:

Is building or tenant space fire sprinklered: Yes No

Please list any current associated building permit #s:

Section VI: CERTIFICATION AND ACKNOWLEDGEMENT

This is to certify the above is a true statement of the business done or transacted at or through the above location. I acknowledge the issuance of a business permit (license) is conditional upon compliance with the ordinances of the City of Caldwell and failure to comply may result in revocation of the permit / license, in addition to other penalties or remedies.

Printed Name

Date

Signature



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INSTRUCTIONS FOR FILING A BUSINESS PERMIT APPLICATION

General Guidelines:

Every person engaged in or intending to engage in any business, in whole or in part, in the City of Caldwell shall file with the Planning and Zoning Department, a Business Permit Application form, along with all requirements documents, for a license to engage in such business. All businesses must obtain a business permit prior to beginning operation inside the City limits.

- Print or type all information clearly and legibly. Complete all blank areas and sign the application to avoid delays in processing. Upload your business permit application and all associated documents onto the online portal. Make sure to include all documents within the checklist below.
- All applications, checklists, exhibits and documents must be uploaded in PDF format.
- A separate PDF document is required for each document type (i.e., one pdf for application and checklist, one PDF required for all exhibits; one PDF for each study, etc.).
- For plans – a separate pdf is required for each plan sheet
- Electronic files must be in high-resolution format
- All documents must be single-sided
- **All documents must** be labeled with the business name and the physical address of the business, to include any suite numbers.

Specific Notes by Section:

Section I: Business Information

- The Legal/organization name is usually a corporation, partnership, or owner's name (individuals should list last name first).
- The name that you are Doing Business As (DBA) appears on signage, vehicles, uniforms, business cards, and online/ phone book listings.
- The six-digit North American Industry Classification System (NAICS) Code used on this application should match the NAICS code used on your Federal Tax return. If the business has more than one use, please include the NAICS code for each use for which will fall under this permit.



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BUSINESS PERMIT APPLICATION CHECKLIST

| Applicant | Staff | Description |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Business Permit Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner Acknowledgement. If the signatory of the application is not the owner of the property, a notarized statement (property owner acknowledgement) must be signed by the legal owner of record and submitted with the application |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative fully describing: <ul style="list-style-type: none"> • The prior business use and proposed business use, and any uses associated with business • Nature of the business, products to be sold, and services to be offered • Existing parking, landscaping and sidewalks • Proposed days and hours of operation and anticipated opening date • Name of business and physical address of business, including suite # |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map. One (1) 8 ½ x 11 vicinity map labeling the location of the property and adjacent streets. Vicinity map shall be labeled with the business name and physical address of business, including suite # |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan. Include the following: <ul style="list-style-type: none"> • Location of site and property boundaries of the site • Location of existing buildings on the site (labeled as to their use). <i>Note:</i> If your business location is part of a larger building, please show the entire building on the site and mark where your tenant space is located in relation to the floor plan of the entire building • Location and dimensions of all existing and proposed parking stalls and drive aisles • Location and width of existing and proposed sidewalks and pathways • Location, type, and height of existing and proposed fencing Site map shall be labeled with the business name and physical address of business, including suite # |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan. Include the following: <ul style="list-style-type: none"> • The physical layout of the establishment with the labeled uses of each room • The intended business premises must be outlined in red or highlighted • Address and suite numbers for each tenant space or business • If your business location is part of a larger building, please show the entire building floor plan and mark where your tenant space is located in relation to the floor plan of the entire building Site map shall be labeled with the business name and physical address of business, including suite # |
| | | State License: Provide a copy of state license (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan. Complete landscape plans are required for: <ul style="list-style-type: none"> • New construction, exterior remodeling, exterior renovation, complete rebuilds, and additions. • Change of use • Uses, buildings, or properties that have been vacant or without a tenant for a period exceeding twelve (12) consecutive months. (Ord. 3102, 9-5-2017) Landscape Plans shall be prepared by a landscape architect, a landscape designer or a qualified nursery person and shall be stamped by a licensed landscape architect. Plans shall contain all information as required by Caldwell City Code Section 10-07-03 . |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of all Application Fees |