CITY OF IDAHO CITY, IDAHO

Our History • Our Tomorrow
511 Main Street / P.O. Box 130, Idaho City, Idaho 83631
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City of Idaho City Business License Application Applicant Instructions

Use this application to request a City of Idaho City business license, vendor license, mobile food vendor permit, temporary merchant approval, renewal, or related business approval. Do not begin operating until the City has approved the application, collected all required fees, and issued the license or permit.

1. Complete every section that applies. Write "N/A" for items that do not apply.
2. Select all license or permit types that apply to the business.
3. Attach all required supporting documents, including state, county, health, fire, building, zoning, insurance, property authorization, vehicle, event, or right-of-way approvals when applicable.
4. If operating on private property, attach written owner authorization. If operating on public property, a City park, right-of-way, or during a sponsored event, attach the required City approval.
5. Food trucks, mobile food units, carts, booths, temporary vendors, and similar operations must complete the mobile or temporary vendor section.
6. Formula businesses, franchises, chain businesses, standardized businesses, RV parks, mobile home parks, or large-scale commercial uses may require additional review before a license is issued.
7. Licenses expire December 31 of the year issued unless suspended, revoked, or otherwise terminated. Renewal applications should be submitted before the next calendar year begins.
8. A license is not transferable. A new application is required for a change in ownership, location, business type, or material business activity.

BUSINESS AND VENDOR LICENSES	FEE
Business license application fee	$75 (non-refundable)
Business license annual renewal fee	$63
Business license late fee	$25
Carnival/public entertainment <10	$227.00 (daily)
Carnival/public entertainment>10	$22.50 (per concession daily)
Idaho City Filming Permit Application	$27.00
Idaho City Filming Permit	$27.00 (per day)
Idaho City Filming Permit (non-profit)	$10.75 (per day)
Mobile Food Truck Application	$27.00
Mobile Food Truck Permit	$21.50 (per day, 5-day limit in one location)
Mobile Food Truck Annual Permit	$206.00 per year (5-day limit in one location)
Vendor license daily fee	$17.00
Vendor license daily fee (nonprofit)	$7.75
Vendor license yearly fee	$56.50 (non-refundable)
Vendor License yearly fee (nonprofit)	$25.75 (non-refundable)
Door-to-Door Solicitation Permit	$56.50 per year & $25.75 per solicitor

Application Type: ☐ New Business License ☐ Renewal ☐ Vendor License ☐ Mobile Food Vendor/Food Truck ☐ Temporary Merchant ☐ Sponsored Event Vendor ☐ Door-to-Door Solicitation Permit ☐ Filming Permit ☐ Nonprofit Filming Permit ☐ RV Park ☐ Mobile Home Park ☐ Formula Business ☐ Large-Scale Commercial Business ☐ Change of Ownership ☐ Other: _____

Nonprofit Status: ☐ Not applicable ☐ Nonprofit status claimed. If nonprofit status is claimed, attach proof of nonprofit status or other documentation acceptable to the City.

Renewal Applicants: Have ownership, location, business activity, contact information, required permits, or other material information changed since the prior license? ☐ No ☐ Yes. If yes, explain:

_____

1. Applicant and Business Information

Legal Business Name	
Doing Business As, if different	
Applicant/Owner Name and Title	
Business Mailing Address	Street: _____ City/State/ZIP: _____
Business Physical Location in Idaho City	
Phone	
Email	
Emergency Contact	Name: _____ Phone: _____

2. Business Activity

Describe the goods, merchandise, food, beverages, services, lodging, rental spaces, entertainment, or other business activity proposed within Idaho City.

Description of Business Activity
_____ _____ _____
Proposed Start Date: _____ **Hours/Days of Operation:** _____
Will employees, vendors, contractors, or solicitors operate under this license? ☐ Yes ☐ No If yes, describe: _____

3. Location and Property Authorization

Operating Location: ☐ Fixed location in Idaho City ☐ Mobile/temporary location ☐ Private property ☐ Public property/right-of-way/park ☐ Sponsored event Address or location:

_____

Attach written property owner authorization for private property. Attach City approval for any use of public property, right-of-way, park property, or sponsored event location. Approval of this application does not authorize any land use, sign, occupancy, parking, traffic, nuisance, health, fire, building, or zoning violation.

4. Required Permits, Licenses, and Approvals

Check each item submitted with the application. The City may require additional documentation before issuing a license or permit.

- ☐ Idaho Secretary of State registration or business entity documentation, if applicable
- ☐ State sales tax or seller's permit, if applicable
- ☐ Health department approval for food, beverage, lodging, or other regulated activities, if applicable
- ☐ Fire inspection or fire safety approval, if applicable
- ☐ Building, zoning, sign, occupancy, or land use approval, if applicable
- ☐ Vehicle, trailer, cart, or mobile unit registration, if applicable
- ☐ Proof of insurance, if required by the City or event sponsor
- ☐ Property owner authorization or lease authorization, if applicable
- ☐ Sponsored event, park, right-of-way, or location approval, if applicable
- ☐ Other required permit or approval: _____

5. Mobile Food Vendor, Food Truck, or Temporary Merchant Information

Complete this section for any food truck, food trailer, cart, stand, booth, tent, table, vehicle, mobile unit, temporary merchant, vendor, or similar temporary or mobile operation.

Type of Operation	**☐ Food Truck ☐ Food Trailer ☐ Cart ☐ Stand ☐ Booth ☐ Tent ☐ Table ☐ Temporary Merchant ☐ Other: _____**
Vehicle, Trailer, Cart, or Booth Description	Make/Model/Color/Size or Setup Description: _____
License Plate or Registration Number	_____
Requested Operating Location(s)	Location 1: _____ Location 2: _____
Requested Dates and Times	_____
Food, Waste, Grease, and Trash Disposal Plan	_____
Generator, Propane, or Fuel Use	☐ None ☐ Generator ☐ Propane ☐ Other Fuel: _____ Describe: _____
Restroom Access, if required	Location/Arrangement: _____

Mobile Food Truck Location Limit: I understand that a mobile food truck permit is subject to all applicable time and location limits, including the 5-day limit in one location where applicable.

☐ Applicant acknowledges

6. Door-to-Door Solicitation Supplemental Information

Number of Solicitors	_____
Solicitation Dates and Times	_____
Goods, Services, or Purpose	_____
Supervisor or Responsible Person	Name: _____ Phone: _____

7. Filming Permit Supplemental Information

Type of Filming Permit	☐ Filming Permit ☐ Nonprofit Filming Permit
Filming Dates and Times	_____
Filming Location(s)	_____
Description of Filming Activity	_____ _____
Public Property, Right-of-Way, Street, Sidewalk, Park, or Traffic Impact	☐ No ☐ Yes. If yes, describe and attach City approval: _____
Insurance or Indemnity Required	☐ Not required ☐ Required and attached ☐ To be provided before approval

8. RV Park or Mobile Home Park Supplemental Information

Complete this section for RV parks, mobile home parks, manufactured home communities, campground-style occupancy, tiny homes on wheels, rental spaces, or similar occupancy-based business uses.

Type of Operation	☐ RV Park ☐ Mobile Home Park ☐ Manufactured Home Community ☐ Campground ☐ Tiny Home on Wheels Spaces ☐ Other: _____
Total Number of Spaces or Lots	RV Spaces: _____ Mobile Home Spaces: _____ Other Spaces: _____
Occupancy Type	☐ Short-Term ☐ Long-Term ☐ Seasonal ☐ Mixed
Utilities and Services	Water: _____ Sewer/Wastewater: _____ Trash/Snow Removal/Maintenance: _____
Access, Parking, Fire, and Emergency Services	Road access, internal circulation, parking, fire access, and emergency services plan: _____

9. Formula Business or Large-Scale Commercial Business Supplemental Review

Complete this section if the business is a formula business, franchise, chain, standardized business, large-scale commercial business, or other use that may materially affect Idaho City's historic character, infrastructure, traffic, parking, pedestrian safety, utilities, public services, or surrounding uses.

- ☐ The business is part of a franchise, chain, corporate, trademark, or standardized business arrangement.
- ☐ The business uses standardized signage, architecture, colors, decor, uniforms, menus, merchandise, services, or trade dress.
- ☐ The business may generate substantial traffic, parking demand, delivery activity, utility demand, or public service demand.
- ☐ The business involves new construction, expansion, relocation, substantial alteration, or a change in use.
- ☐ Planning and Zoning Commission review may be required.
- ☐ City Council review or final decision may be required.

Supplemental statement: Attach additional pages if needed. Explain how the proposed business is compatible with Idaho City's small-town character, historic district, infrastructure capacity, traffic circulation, parking, pedestrian safety, surrounding uses, and applicable development standards.

10. Applicant Acknowledgments and Certification

- ☐ I certify that the information provided is true, correct, and complete.
- ☐ I understand that submitting this application does not authorize operation until the City issues the license or permit.
- ☐ I understand that a City license or permit does not authorize any activity prohibited by zoning, building, fire, health, right-of-way, traffic, parking, sign, nuisance, or other applicable law.
- ☐ I understand that the license is valid only for the person or entity to whom it is issued and may not be sold, assigned, transferred, or conveyed.
- ☐ I understand that a new application is required for a change in ownership, location, business type, or material business activity.
- ☐ I agree to post or display the license as required by the City.
- ☐ I understand that the City may deny, suspend, revoke, or refuse renewal of a license for incomplete information or violation of applicable requirements.
- ☐ I understand that nonprofit rates apply only if nonprofit status is claimed and acceptable proof is provided to the City.

Applicant Signature: _____ **Date:** _____

Printed Name and Title: _____

11. For City Use Only

Date Received	_____
Fee Category Selected	☐ Business Application ☐ Annual Renewal ☐ Late Fee ☐ Carnival/Public Entertainment ☐ Filming Permit ☐ Mobile Food Truck Application ☐ Mobile Food Truck Daily Permit ☐ Mobile Food Truck Annual Permit ☐ Vendor Daily ☐ Vendor Annual ☐ Nonprofit Vendor ☐ Door-to-Door Solicitation ☐ Other: _____
Fee Calculation	Application Fee: $_____ Permit/License Fee: $_____ Late Fee: $_____ Per-Day Fee: $_____ × _____ days = $_____ Per-Solicitor Fee: $_____ _____ solicitors = $_____ Total Due: $_____
Fee Paid	$_____ Receipt No.: _____
Application Complete	☐ Yes ☐ No Missing Items: _____
Required Attachments Received	☐ Yes ☐ No
Additional Review Required	☐ No ☐ Planning and Zoning ☐ City Council ☐ Health/Fire/Building/Zoning ☐ Other: _____
Decision	☐ Approved ☐ Denied ☐ Approved with Conditions
If Denied, State Reason	_____ _____
Conditions or Notes	_____ _____
License Number	_____
Effective Date	_____
Expiration Date	December 31, _____

City Clerk Signature: _____
Date: _____