

# Business License Information

## **DO YOU NEED A BUSINESS LICENSE?**

Clinton City code requires that anyone engaging in a commercial activity for profit within Clinton City limits have a current Clinton City business license. Vegetable and fruit stands which sell produce grown solely on the seller's property which is located in Clinton City shall be exempt from all requirements imposed by Title 15 (Clinton City Code of Ordinances).

## **HOW DO YOU APPLY FOR A COMMERCIAL BUSINESS LICENSE?**

An application may be picked up at the Clinton City Community Development Office. After the application has been completed, bring it back to the Community Development Department along with the appropriate fees to start the application process. Incomplete applications will not be accepted. When the approvals from the Building, Fire, and Zoning departments are received by the Business License Administrator a business license will be issued, and mailed to the applicant. Businesses shall not open until they receive a business license.

## **HOW DO YOU APPLY FOR A HOME OCCUPATION PERMIT/LICENSE?**

All Home Occupations must apply for a Home Occupation Business Permit. The permit application can be obtained at the Clinton City Community Development Department. The issuing authority may, upon application, issue a Home Business Permit which shall state the Home Occupation permitted, the requirement for compliance with the ordinance, and any time limitations imposed thereon. The permit shall not be issued unless the issuing authority is satisfied that the applicant will meet all of the prerequisites and conditions listed below and that the applicant has agreed in writing to comply with all said prerequisites and conditions. If the business is a home occupation, a fire safety inspection and a building inspection must be completed before the license can be issued. The completed license will be mailed to the applicant. \*Non-owner residents of a residence shall provide written approval of the property owner for the non-owner to be able to operate a home business. The letter shall describe the business, and the property owner shall acknowledge that they understand their possibility of liability for the business being operated on the premises.

## **HOW DO YOU APPLY FOR A HOME OFFICE LICENSE?**

All Home Offices must apply for a Home Office Business Permit. Application for a Home Business shall be made with the Clinton City Community Development Department on forms provided by the City. All applications shall be accompanied with current copies of licenses issued by the State, County; handyman or lawn care agreements; or, any other information deemed applicable to the type of business to be operated. The issuing authority may, upon application, issue a Home Business Permit which shall state the home business, Home Office, the requirement for compliance with this ordinance, and any time limitations imposed thereon. The permit shall not be issued unless the issuing authority is satisfied that the applicant will meet all of the prerequisites

and conditions listed in Chapter 6 of the Clinton City Zoning Ordinance, and that the applicant has agreed in writing to comply with all said prerequisites and conditions.

\*Non-owner residents of a residence shall provide written approval of the property owner for the non-owner to be able to operate a home business. The letter shall describe the business, and the property owner shall acknowledge that they understand their possibility of liability for the business being operated on the premises.

### **DO YOU NEED A CONDITIONAL USE PERMIT?**

Some businesses may require a conditional use permit. This permit establishes certain conditions under which the business will be operated. A one time processing fee will be assessed and a building inspection will be required. A public hearing with the Planning Commission will be scheduled to review the application. After the application has been approved, the applicant may then apply for a business license. The Planning Commission meets the first and third Tuesday of each month. To get the permit application on a meeting agenda, the application must be submitted at least 15 days before the next scheduled meeting.

### **WHAT ARE THE FEES?**

The fees are based on the amount of administrative costs it takes to handle the business each year. Consideration is given to the number of inspections needed, the type of business you have, and what extra equipment is required to deal with the business, including safety alarms. Each commercial application will be computed on a case by case basis, and a copy of the fee schedule can be requested for all home businesses.

### **HOW LONG ARE THE LICENSES VALID?**

All Clinton City business licenses expire on December 31. Business license fees for renewal businesses shall be due and payable on or before January 1, of each year and shall be delinquent after January 1, of each year. All license fees not paid prior to February 1, shall have a penalty of 50 percent of the amount of the fee added to the original amount due. If the fee plus penalty is still not paid by March 1, a penalty of 75 percent of the amount of the fee shall be added to the original amount due. If the fee plus penalty is still not paid by April 1, then the business shall be considered to be operating without a business license in violation of this Chapter, subject to criminal prosecution for every day of operation after January 1, if a license is issued thereafter the fee shall be double.

### **HOW LONG ARE HOME BUSINESS PERMITS VALID?**

All Home Business Permits shall be valid for one (1) year, and will be considered renewed annually upon renewal of a Clinton City Business License as established in this Code provided there have been no reported violations, complaints, or detrimental characteristics which may, in the opinion of the issuing authority, require termination of said home business.