



COMMUNITY DEVELOPMENT DEPARTMENT BUSINESS DIRECTORY

The City does not require a business license. However, all new business are required to obtain a Certificate of Occupancy permit. This ensures that your business is permitted to occupy a specific building and that use complies with Municipal, Building, Fire, Health, and Zoning Code regulations. As part of the final Certificate of Occupancy permit process, the Community Development Department retains business contact information. This information is essential to maintain an updated inventory of local businesses. This will also allow the City to provide business outreach, programs, and city event information that you may be interested in participating in.

Please complete and return this form to the Building Division or the Community Development Department before final inspection.

BUSINESS OWNER CONTACT INFORMATION

LEGAL BUSINESS NAME: _____

DBA BUSINESS NAME (IF APPLICABLE): _____

LOCATION ADDRESS (INCLUDING SUITE #): _____

BUSINESS LOCATION PHONE #: _____

OWNER/OPERATOR NAME: _____

OWNER/OPERATOR EMAIL ADDRESS: _____

DAY-TO-DAY OPERATIONS MANAGER NAME: _____

BUSINESS OWNERS PHONE #: _____

AFTER-HOURS/EMERGENCY CONTACT PHONE #: _____

LANDLORD CONTACT INFORMATION

LANDLORD BUSINESS NAME: _____

LANDLORD ADDRESS (INCLUDING SUITE #): _____

LANDLORD CONTACT NAME: _____

LANDLORD PHONE #: _____

LANDLORD EMAIL ADDRESS: _____