

# BUSINESS LICENSES

## Frequently Asked Questions

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### Q: What/who must have a license?

A: All persons and entities that are engaged in business activities within Hayden city limits must have a City Business License. This includes those physically located inside the city limits and those coming inside the city limits to perform work, sales, or services. The licensing requirement also applies to in-home businesses. Please note that there are some limited exemptions to this which are detailed further in a later section.

### Q: When do I need to apply?

A: Every business needs to apply for a business license this year as the licenses are due every December 1<sup>st</sup>. It is recommended that every business apply by February 1, 2016. While we are processing each application, it will take some time between application and approval during this year of implementation.

### Q: What are the benefits of the business license program?

A: As the Business License Program is implemented, the following benefits will accrue to the citizens of Hayden:

- Public Safety
  - Emergency contacts
  - Hazardous materials registration
  - Sewer flow tracking
- Planning and Building
  - Zoning and building code compliance
  - Memorialization of legal non-conforming uses
- Support for Business and Economic Development
  - Information on business activities in the City for prospective businesses
  - Recruitment and marketing of specific businesses based on the existing business base
  - Release of information with new business profiles on City internet and newsletter articles.

*Having current and relevant information about local businesses helps fuel economic development in the City, including the ability to attract more high quality, high paying jobs.*

In addition to the above, the following benefits will accrue to businesses:

- Added credibility of being a licensed business
- Increased public awareness
- Increased public safety

### Q: Is this a tax?

A: This is not a tax on business, it is a license fee. The fee is to cover the administrative costs of the program. This program is designed to benefit citizens and local businesses, as well as to provide valuable information for infrastructure and economic development planning purposes.

**Q: Do I need a license if my business is outside, but my customers are inside Hayden city limits?**

A: If the business is located within Hayden or if your business is located outside of the city limits but you provide services or goods to people or property within the City, the answer is generally, yes. If, however, a sale occurred outside the city limits and the only event occurring within the City is a delivery, the answer is no. (Please see the exemption section below for further information.)

**Q: How can I apply for a business license?**

A: You may file a Business License Application with the Department of Community and Economic Development using your ID and PIN. If you do not want to apply using the online system, you can apply in person at City Hall located at 8930 North Government Way in Hayden. You can also request that an application be mailed/faxed to you for return in person or via mail/fax.

**Q: What are the fees?**

A: A City Business License is \$25.00 per year. This cost is intended to cover our administrative costs of managing the Business License Program. There is a small additional convenience fee of \$1.75 if you make your payment online.

**Q: Do I need to renew the license?**

A: Yes. The Hayden license must be renewed annually on or before December 1<sup>st</sup> of each year. The expiration date of the license will be set to coincide with the renewal period which will be in December of each year.

**Q: Can I assume the former owner's license?**

A: No, business licenses are non-transferable. A new owner must apply for a new business license.

**Q: Can I get a listing of new businesses in Hayden?**

A: To date, a master list of businesses with approved licenses is not available. As the new program is implemented a master list will be created which can be obtained by contacting the Department of Community and Economic Development.

**Q: Who is exempt from the City license?**

A: The following entities are exempt:

1. Persons who make casual sales or isolated sales, not more than four times per calendar year;
2. Delivery of goods by vehicle to a location within the Hayden city limits when the sale of the goods took place outside the city limits.
3. Domestic servants, newspaper carriers or casual labor not included as temporary employees of a regularly conducted business;
4. Lessor of any residential property having one or two (2) family units.
5. Government/public utility agencies.
6. Minor's under the age of 18 doing business.
7. Taxi, limousine, airporter or similar service where the business operates from premises outside the city limits.

8. Sales of goods or services by mail, telephone, or internet where the seller operates from premises located outside the city limits and the only event occurring within the city limits is receipt of goods or services.
9. Provision of internet or wireless phone services where the provider operates from premises located outside the city limits and the only event occurring within the city limits is receipt of the services.
10. Church operations and functions, except for church functions that include sales of goods.
11. Fraternal organizations and lodges, except for functions that include sale of goods.

**Q: Who must apply for but is exempt from payment of the city license fee?**

A: Non-profit businesses, including charitable activities, within the meaning of section 503(c)(3) of the United States Internal Revenue Code, and who do not provide retail sales, or operate a daycare, school/educational institution, or organized sports competition are exempt from paying the license fee, but must still apply with the City. A certificate of such status from the IRS is required to be filed with the license application.

**Q: Under what circumstances is a business license denied?**

A: A business license may be denied because of failure to comply with laws. Your application will be evaluated by code personnel for compliance.

**Q: What happens if I do not obtain my business license?**

A: The City may assess an administrative penalty in an amount set by resolution and/or misdemeanor prosecution.