



Business License Application

License Fee (New & Renewal): \$25.00

Note: Fee to be paid at the time license is issued.

Licenses will not be issued the same day as application receipt.

(Section 5.32.030 of the PFMC requires all business within the city limits have a business license)

New

Renewal

Change in Information

(Please type or print clearly)

Business Name: _____ Zoning: _____

Street Address: _____

Mailing Address: _____ Business Phone: _____

Date Business was Established (Month/Year): _____ Website: _____

Business Contact (owner/manager) Name: _____

Mailing Address: _____

Contact Phone: _____ Fax: _____ E-mail: _____

Emergency Contact Person (primary local person): _____ Phone: _____

Street Address: _____

Emergency Contact Person (secondary local person): _____ Phone: _____

Street Address: _____

Alarm Company: _____ Phone Number: _____

Note type of alarm(s) with which the business is equipped: Fire Intrusion Other _____

Type of Business (brief description goods/services to be sold/provided): _____

Number of Employees: FT _____ PT _____ Days of Operation: _____ Hours of Operation: _____

Property Owner/Manager Name (if leasing or renting): _____

Mailing Address: _____

Business Phone: _____ E-Mail: _____

_____ Check if the business will be operated out of your residence. If so, please review and agree to the "Home Occupation" standards on page 2.

Signature of Business License Applicant

Date

Office Use Only

Building Division Approval:	<u>Yes</u>	<u>No</u>	Date: _____	By: _____
Engineering Division Approval:	<u>Yes</u>	<u>No</u>	Date: _____	By: _____
Planning Division Approval:	<u>Yes</u>	<u>No</u>	Date: _____	By: _____
Police Department:	<u>Yes</u>	<u>No</u>	Date: _____	By: _____
License Issue Date: _____	By: _____		License Number: _____	
Expiration Date: _____	Paid: _____		Receipt Number: _____	

Building and Site Information (Required for all non-home occupation businesses)

Square footage of lot, proposed primary and secondary activity (i.e. amount for office, storage, retail sales): _____

Number of on-site paved parking spaces provided: _____

What was the prior use of the building/tenant space and business name if known? _____

Are there fire sprinklers in the building? Where is the location of the closest fire hydrant? _____

Are there adjacent businesses and, if so, what are they? _____

Will chemicals or liquid or semi-liquid products be used or generated? Yes No

Does the building have a grease trap, sand/oil separator or other liquid waste treatment device?

Yes No Don't Know

Will a waste discharge other than normal domestic sewage occur? Yes No

Home Occupation Performance Standards and Agreement (Required for all home occupation businesses)

All home occupations shall comply with the following standards:

- The home occupation must be clearly subordinate to the primary residential use. Not more than one third (1/3) of the floor area of the residence may be used for the home occupation.
- No outside storage of goods, equipment or materials related to the home occupation shall be permitted.
- No home occupation shall create a need for parking or traffic beyond that required for the single-family residential use, or create noise, dust, vibration, odor, smoke, glare, electrical interference, fire hazard or nuisance beyond that caused by typical single-family residential occupancy in a residential neighborhood.
- There shall be no change in appearance that would alter the residential character of the neighborhood.
- Signage requirements for home occupations are to be consistent with [chapter 18.36](#).
- A permitted home occupation shall have no more than one full-time employee equivalent who is not a family member on the premises.
- Employees (other than the resident and one employee) of a permitted home occupation, may not work, gather, park, or meet, at the residence of a home occupation on a regular or frequent basis.
- A home occupation must be fully enclosed within the residence or an approved accessory building.
- Home occupation daycare shall provide care to no more than five (5) children at any time, including those requiring daycare and residing on the premises.

Note: *Business activities being conducted out of a residence may be subject to requirements of Federal Americans with Disabilities Act Accessibility Guidelines.*

Post Falls Home Occupations

Certain limited business or professional uses may be conducted as a home occupation within a residence (and/or accessory buildings), subject to limitations established to maintain compatibility with a residential neighborhood. Examples of permissible uses include professional offices, home offices, daycares, handicrafts, graphic arts, seamstress, beauty/hair salon or similar businesses. Home occupations shall maintain, to the greatest extent possible, the residential character of a neighborhood.

Uses with the following characteristics are expressly prohibited as home occupations:

- Repair and/or servicing or painting of automobiles, trucks, boats, RV's, motorcycles, and ATV's.
- Any use requiring sewage pre-treatment in accordance with Post Falls Municipal Code.
- Businesses creating external noise, odors, vibrations, or other nuisances including substantial customer traffic.

Before establishing a home occupation a Business License Application must be reviewed and approved by the Zoning Administrator. An application must include accurate and a concise description of the business operation.

The Zoning Administrator will review the application and will grant, grant with conditions, or deny the home occupation permit upon finding that the home occupation will not adversely affect the character of the neighborhood or create a nuisance (noise, dust, odor, excessive traffic etc.) and that it complies with City standards. A permit may be revoked or a violation may be prosecuted for non-compliance with standards or conditions of approval.

A decision by the Zoning Administrator may be appealed to the Planning and Zoning Commission and thereafter to the City Council respectively, in accordance with the appeals section found within the Post Falls Zoning Ordinance.

A Home Occupation Permit is effective the date that the permit is approved, is nontransferable and is valid so long as the conditions of approval issued with the permit are complied with and home occupation standards set forth herein are met.

I hereby acknowledge that I have read and agree to the Post Falls Home Occupation Performance and Standards.

Signature _____ Print Name _____ Date _____

<p style="text-align: center;">CONTACT INFORMATION</p> <p>City of Post Falls City Hall: (208) 773-3511, Fax (208) 773-8362, www.postfallsidaho.org</p> <p>Community Development Department: (208) 773-8708, Fax (208) 773-2505, www.postfallsidaho.org</p> <p>Kootenai County Fire & Rescue: (208) 676-8739, Fax (208)676-0558, www.kootenaifire.com</p> <p>Post Falls Police Department: (208) 773-3517, Fax (208) 773-3200, www.postfallspolice.com</p> <p>Post Falls Public Works/Wastewater: (208) 777-9857, Fax (208) 773-0549, www.postfallsidaho.org</p> <p>Panhandle Health District: (208) 415-5100, www.phd1.idaho.gov</p> <p>Post Falls Chamber of Commerce: (208) 773-5016, Fax (208) 773-3843, www.postfallschamber.com</p> <p>State of Idaho Dept. of Licensing: (208) 332-0102, Fax (208)-332-0106, www.idaho.gov/business/licensing.html</p>
