

General requirements-

- The hours of operation for a RETAIL business are restricted to 7:00 am to 10:00 pm unless other hours of operation are approved by Special Use Permit.
- No business is permitted to have outdoor amplified music or address systems unless approved by Special Use Permit.
- Businesses must meet Zoning requirements for the location and business taking place. The location must meet Building and Fire regulations by receiving a Certificate of Occupancy *PRIOR TO OPERATION* of the business. Please review and submit a new business packet to determine what you need to do before opening up for business. Signs are permitted separately and may require a permit from the Building Department.

Some Businesses which require specific separate licenses:

Business Type	Code Section	Fee	License Term	Who do I contact?
Alcohol Sales or Catering		Zoning Permit may be required in addition to State, County and City Alcohol Licenses. \$50.00 Special Use Permit application fee- other fees may be required for building permits		Planning and Zoning Dept 735-7267 City Clerk 735-7245
Beer	3-7	\$50.00 retail sale of bottled or canned beer \$150.00 sale of bottled or canned beer for consumption on premises \$200.00 sale of bottled, canned, or draught for consumption at site \$5.00 transfer fee for Beer License	Annual, beginning July 1 st	
Wine	3-8	\$200.00 wine by the drink \$200.00 retail wine sales	Annual, beginning July 1 st	
Liquor	3-9	\$50.00 transfer fee		
Catering	3-19	\$20.00 per day	Up to three (3) days	
Auctions and Auctioneers	3-5	\$25.00 per auction \$25.00 per auctioneer A Zoning permit may be required	Term of auction One year from date of issue	City Clerk 735-7245 Planning and Zoning Dept 735-7267
Auto Salvage or Impound Yards	10-4	\$50.00 Special Use Permit application fee- other fees may be required for required building permits	Permit is active until use is discontinued unless permit states otherwise	Planning and Zoning Dept 735-7267
Automobile and/or	10-4	\$50.00 Special Use Permit	Permit is active until	Planning and

RV storage or rental yard		application fee- other fees may be required for required building permits	use is discontinued unless permit states otherwise	Zoning Dept 735-7267
Automobile Service and/or Repair	10-4	\$50.00 Special Use Permit application fee- other fees may be required for required building permits	Permit is active until use is discontinued unless permit states otherwise	Planning and Zoning Dept 735-7267
Card Rooms	3-1	\$10.00 per table, per month	Annual, beginning July 1 st	City Clerk 735-7245
Daycares	3-17	If a permit is required: \$50.00 Special Use Permit application fee \$25.00 Building Permit Certificate of Occupancy application fee- other fees may be required for building permits and inspections	Permit is subject to conditions of approval, Fire Department Day Care License active from date of issuance for two (2) years	Planning and Zoning Dept 735-7267 Establishing A Daycare
Drive-through/Drive-up Windows	10-4, 10-7-13	\$50.00 Special Use Permit application fee- other fees may be required for required building permits	Permit is active until use is discontinued unless permit states otherwise	Planning and Zoning Dept 735-7267
Firework Stands	6-9	\$100.00 per booth	Applications must be received by June 1 st Permits for June 23- July 5 th and December 26-January 1 st	Fire Department 735-7236
Food Concession Stands	3-18	\$25.00 per quarter	From date of issuance	City Clerk 735-7245
Hotels and Rooming Houses	3-2	\$10.00 per year	Annual, beginning February 1 st	City Clerk 735-7245
Indoor Recreation Facility	10-4	\$50.00 Special Use Permit application fee- other fees may be required for required building permits	Permit is active until use is discontinued unless permit states otherwise	Planning and Zoning Dept 735-7267
Kennels	6-4	\$100.00 per year	Annual, beginning March 1 st	Sanitation Department Director 735-7264
Private Security Service	3-15	\$25.00 per officer \$25.00 per security service	Annual, beginning January 1 st	Chief of Police 735-7209
Sound Trucks	3-11	\$5.00 per month \$20.00 per year if more than month	From date of issuance	City Clerk 735-7245
Taxi Cab	3-10	\$20.00 per cab \$5.00 per driver	Annual, beginning January 1 st	City Clerk 735-7245
Pawnbrokers or Second-Hand Dealers	3-4	\$500.00 per year- regular license \$50.00 per year- limited license	Annual, beginning January 1 st	City Clerk 735-7245

Mobile Food Vendors	3-18	\$25.00 per quarter	From date of issuance	City Clerk 735-7245
Temporary Merchant/Solicitor	3-14	\$25.00 per solicitor or vendor \$15.00 renewal fee	Valid for three (3) months Valid for additional thirty (30) days	City Clerk 735-7245

Going Out of Business Sale-

A license is required to hold a “going out of business” sale. There is an application available from the City Clerk’s office. The fee is \$25 for sixty (60) days and it is renewable for an additional \$25 for up to thirty (30) more days.