

CITY OF DIAMOND CITY BUSINESS LICENSE APPLICATION

P.O. Box 1300 – 232 Grand Avenue, Diamond City, Ar. 72630

Phone: 870-422-7212 Fax: 870-422-2970

Email: dcbullshoals@diamondcity.net

Dear Business Owner(s):

In September of 2016 the Diamond City City Council passed an ordinance, 05-2016 requiring all businesses, either residential or commercial, to have a business license for all businesses operating in Diamond City. The deadline to submit the application and get your license issued is by January 31 of each year. The initial cost for the license will be \$20.00. Each year thereafter it will be a \$10.00 renewal fee.

For a new license please complete the application and return it to the Diamond City City Hall for processing. This information will be used to ensure that all businesses are operating correctly as well as making sure that all businesses are complying with any federal, state, or local laws and regulations to protect its self, employees, and customers. Also, the City wants to be sure that all businesses, both residential and commercial, are equally paying their fair share of excise taxes. This will ensure that the City receives the proper share of revenue through our Municipal Aid from the State of Arkansas to fund the basic services of the City. If you previously submitted the application it will be returned to you so that you may submit any updated information.

The renewal of the license will be done automatically by City Hall in December of each year for the next calendar year and each business will be sent an invoice for the renewal fee of \$10.00. Once payment is received a renewal license will be issued and mailed to each business.

Every person or entity having a business in the Diamond City city limits shall register by providing the information required in a license application form provided by the City. The application shall be accompanied by the annual fee applicable to the applying business. Upon approval of the application and the submission of the fee the City shall issue a business license certificate.

To ensure that businesses understand the requirements of this ordinance the following defines how the application(s) must be submitted and license(s) that will be issued.

1. A single business license will be issued to a business, corporation, or entity operating a single business within the city limits of Diamond City. This will require one application for the single location.
2. A single business license will be issued to a business, corporation, or entity who may have multiple locations in the city but all of the businesses are of the same type, provide the same service to the customer and are under one name. For example, a real estate agency with multiple locations using the same name. This will require only one application for all locations.
3. Individual licenses will be issued for a business, corporation, or entity who may have 2 or more locations in the city but the services offered are different. For example, a business, corporation, or entity owns a restaurant and also owns a storage rental business. Each of these businesses will require their own individual business license. This will require one application for each business location.

The application for the business license shall be filed and the fee paid by January 31st of each year and the period covered by any license shall be for that calendar year. The fee owed by any person or entity commencing a new business after January 31st shall be \$20.00 for the remainder of the year.

All business license renewals will be due by January 31 of each successive year. If not paid by this date an additional \$10 will be assessed for each 30 day's late thereafter for up to 90 days.

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If after ninety (90) days any business, corporation, or entity that is operating without submitting the proper application and does not pay the applicable fees in the time provided in paragraph A may be cited with a misdemeanor offense punishable by fines and costs of up to \$1,000.00.

The fee required by this ordinance shall apply to all businesses, services, occupations, or professions having or maintaining offices or business location in the City limits, **EXCEPT THE FOLLOWING:**

1. Churches and Non-profit Organizations. (However, these organizations are required to provide the annual application if they maintain an office or meeting facility in the City of Diamond City city limits.)
2. Farmer Markets
3. Residential or Commercial Landlords. (However, any person or entity who is renting, leasing, or renting/leasing to buy and conducts a business out of the location shall be subject to the requirements of this ordinance.)

Once the license application is processed a Business License will be issued and mailed to each business in the city. This license should be displayed in a prominent location so that it can be viewed by anyone coming into the business.

If there are any questions you may call City Hall at 870.422.7212 for information.

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Date _____ Tax ID Number _____ City Lic Number _____
(Leave Blank)

This application is for: _____ new business _____ license renewal _____ location change

If a relocation: Old Address _____ Old Phone Number _____

Name of Business _____ Type of Business _____

Physical Street Address _____ Phone No. _____

Website (If available) _____ Email Address _____

Billing Address _____ City _____ St. _____ Zip _____

Business Owner(s) Name _____ Home Phone No. _____

Home Address _____ City _____ St. _____ Zip _____

Emergency Contact: Name _____ Phone No. _____

Address _____ City _____ St. _____ Zip _____

Total Employees _____ Building Total Square Feet _____ No. Marked Exits _____

No. Fire Extinguishers Provided _____ Is Fire Alarm/Sprinkler System Provided _____

If Assembly occupancy, is occupant load posted? _____ Is address Clearly Posted on the Street Side of the Structure? _____ (3" minimum height in reflective material)

Building Owners Name, Address, and Phone Number _____

List any special hazards and/or hazardous materials that may be associated with your business?

All licensed businesses within the city limits of Diamond City are subject to inspection by the City of Diamond City and the Chief of the Diamond City Fire Protection Association, Inc. to ensure compliance with all Federal, State and Local laws and ordinances. All business licenses are valid for the calendar year in which it is issued and payment must be received by January 31st of the license year. If you have questions when filling out this application please call 870.422.7212 for help!

Signature _____ Printed Name _____

Approved By _____ Approved Date _____

Mayor, City of Diamond City, Arkansas

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Please list one primary name and location of this business on the front of this application. Use the area below to list additional locations that are a part of the primary business.

Company Name _____
Primary Location

Business Owner _____

Business Name _____

Address _____ City _____ St. _____ Zip _____

Phone _____ Email _____ Web Site _____

Business Name _____

Address _____ City _____ St. _____ Zip _____

Phone _____ Email _____ WebSite _____

Business Name _____

Address _____ City _____ St. _____ Zip _____

Phone _____ Email _____ Web Site _____

For help or assistance please contact City Hall at 870.422.7212.