

# CITY OF DIAMOND CITY BUSINESS LICENSE APPLICATION

Date \_\_\_\_\_ Tax ID Number \_\_\_\_\_ City Lic Number \_\_\_\_\_  
(Leave Blank)

This application is for: \_\_\_\_\_ a new business \_\_\_\_\_ a license renewal \_\_\_\_\_ a 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? \_\_\_\_\_ (4" minimum height in contrasting colors)

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 31<sup>st</sup> 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

# DIAMOND CITY, ARKANSAS

ON BULL SHOALS LAKE

IN THE HEART OF THE OZARKS

*P.O. Box 1300 232 Grand Avenue*

*Diamond City, AR. 72630*

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

*Email: [dcbullshoals@diamondcity.net](mailto:dcbullshoals@diamondcity.net)*

*Website: [www.diamondcityar.com](http://www.diamondcityar.com)*

Dear Business Owner,

It is time for the renewal of Diamond City business license. Included with this letter is the invoice for the renewal of your business license. Please submit the payment by January 31<sup>st</sup>, 2022. Once we receive your payment, we will mail you your license.

The city administration and the City Council understands the need for growth in the business areas of the city and are certainly supportive of all the businesses located in the city. The city promotes shopping locally to support our local businesses. The information gathered by the city in the licensing process about the types of businesses we have in our community will be used by the city government and the City Council to explore the types of new businesses that are needed in our community to promote growth and better serve our residents.

Additionally, the city is preparing to launch a new web-site. A part of this new site will be to feature a business listing that will provide information to visitors about the business, nature of the business, and contact information. During the "season" we have a lot of visitors that visit our community for fishing, swimming, camping and other activities that center around Bull Shoals Lake. We want to get the information out to the public that we are a great destination for all of these types of activities. We also want to be able to provide information about our community to those visitors to the new site about relocating to Diamond City.

Included with this letter will be a legal document allowing the city to publish your business information on the new web-site and also providing a link to your web page. We want to make it as easy as possible for visitors to find information about our community. If you agree to this, please complete the form and return with your renewal payment.

All license renewals will be due at City Hall by January 31<sup>st</sup>, 2022. The renewal of a license is \$50.00. The cost of a new business license is \$50.00. Please include a copy of your Sales and Use Tax form from the state.

ORDINANCE 17-2021 states the following concerning due dates and penalties:

## **SECTION VI- DELINQUENT PAYMENTS; PENALTIES**

- A. All business license renewals will be due by January 31<sup>st</sup> of each successive year. If not paid by this date, an additional \$10.00 will be assessed for each 30 days late thereafter for up to 90 days.

Once the license application or renewal is processed, a 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 your business has more than one location in Diamond City conducting the same business you will need to provide information on each location. However, any business with multiple locations will only pay one fee for the license. If a business has two or more locations in the city doing different types of business it will require multiple licenses.

If there are any questions you may call City Hall at 870-422-7212 for information.

Thank you  
City of Diamond City