



License # 2024 - _____
Issued by City

Business License Renewal Application

\$50.00 Business License Fee

Business Licenses are active for a calendar year, expiring Dec 31st, and not transferable. Fees will not be prorated and are non-refundable.

Business Information (PLEASE PRINT)

Name of Business: _____

DBA: _____ Bus. Phone No: _____

EIN No: _____ ID State Sales Tax No: _____

Business Physical Address: _____

*Mailing Address: _____

Owner's Name(s): _____ Phone No: _____

Billing Contact: _____ Phone No: _____

Email(s): _____

Preferred method of correspondence: Email Mail

Type of Business (3-word max): _____

After Hours/Emergency Contacts – 2 REQUIRED

Name: _____ Phone No: _____

Name: _____ Phone No: _____

Northside Fire District Information (include a copy of your insurance policy)

Building Stories: _____ Alarm System (yes or no): _____

Location of Chemicals/Flammables in building, if any (attach list of items): _____

Signature (Owner/Agent): _____ Date: _____

Official Use Only

Land Use Compliance

Planning Dept. Approval (Sign & Date) _____

Reason for Denial: _____

Payment Method: Cash Credit Card Check # _____ Date Processed/Sent: _____

Mail Completed Application & Payment to: City of Ponderay – PO Box 500 – Ponderay, ID 83852

Dropoff Location: Ponderay City Hall - 288 4th St. - Ponderay Phone: (208) 265-5468