



November 7, 2023

Re: 2024 Business License Renewal

Per Ponderay City Code, all business licenses expire on December 31st of each year, and a new completed application is required. Business licenses may be renewed any time after receiving this letter for the next year. Renewal fees are:

\$50.00 Due by January 31, 2024 – Any payments made after this date are considered past due and will include a late fee.

\$50.00 + \$50.00 (Late Fee) \$100.00 - Due by February 28, 2024

\$50.00 + \$250.00 (Late Fee) \$300.00 - Due after March 1, 2024

Payment can be made by cash (must be exact), check, or credit card (additional fee of 3% + \$1.00). Please complete the enclosed business license application, whether the information has changed or not.

NOTE: Business License applications received incomplete or without payment included, will not be processed and will be returned with an additional \$5.00 handling fee.

***Licenses must be displayed in the physical business location; no exceptions!**

***Let us know if you are no longer in business or have moved out of Ponderay.**

Please take the time to fully update and complete all license information, including new phone numbers, email addresses, after-hours/emergency contacts information, and a copy of the business's building insurance policy. These are extremely important for Emergency Services, who respond to your place of business in case of an emergency.

If you have any questions, feel free to contact City Hall at (208) 265-5468.

Sincerely,

Stephanie Peterson
City Clerk/Treasurer

speterson@ponderay.org