



October 23, 2024

Re: 2025 Business License Renewal

Per Ponderay City Code, all business licenses expire on December 31st of each year, and a new completed application is required even if your information has not changed. If your business has closed or moved, please let us know. Business licenses can be renewed for the next year after receiving this letter.

Renewal fees are:	Total \$	Explanation
Renewal paid by January 31, 2025	\$50.00	Renewal Fee
Renewal paid Feb. 1 – Feb 28, 2025	\$100.00	+ \$50.00 Late Fee
Renewal paid March 1, 2025 or later	\$300.00	+\$250.00 Late Fee
Additional Fees (see below)		
*Incomplete Applications Returned	\$55.00	+\$5.00 Handling Fee
*30-Day Temp Business License (Land Use Non-Compliance)	\$75.00	+\$25.00/month until resolved

*Incomplete business license applications or those submitted without payment will not be processed and will be returned with an additional \$5.00 handling fee.

*If your application is denied due to Land Use Non-Compliance, we will issue a 30-day temporary business license. This license must be renewed monthly until compliance is achieved, and a \$25.00 fee for each temporary renewal.

Cash (exact), check, or credit card (plus a 2.5% processing fee) are acceptable payment methods.

Please ensure that you update all license information, including new phone numbers, email addresses, and after-hours/emergency contact details. This information is crucial for Emergency Services to respond effectively to any emergencies at your place of business.

If you have any questions or concerns, contact City Hall at (208) 265-5468. For land Use Compliance-Related questions, call City Hall or email klmiller@ponderay.org.

Sincerely,

Stephanie Peterson
City Clerk/Treasurer

speterson@ponderay.org