



Business License Checklist

Business Name: _____ Business Address: _____

Business Owner: _____ Owner Address: _____

Owner Phone: _____ Emergency contact: _____

Yes No

Will you have to **remodel** the building to occupy the space for your use?

Permits and contractors may be necessary before the business opens to the public.

Does the building have address numbers for easy identification?

Emergency vehicles need to be able to see the address from the street.

Will you have a business sign installed for your business?

Sign Permit may be needed - contact Building Inspector at 642-6024.

Do you have **restroom facilities** for you and your employees ?

*A separate restroom for each sex is required when there are four or more employees and both sexes are employed. **Restaurants** require restrooms for the public in addition to facilities for employees.*

Have you received a copy of the business fire safety checklist?

Please read through the business fire safety checklist, and call the fire station at 642-6028 to set up an inspection prior to opening.

Have you set up utilities regarding your business space?

Is your business a Home Occupation?

You may need a Conditional Use Permit depending on the zoning of your proposed business.

Has Southwest District Health approved any food preparation?

*Here is a link to SWDH if you are planning to serve food at your business:
<http://www.swdh.org/food-safety.asp>*

Have you registered through the Idaho State Tax Commission?

Here is a link to help you with Idaho business licensing requirements: <https://business.idaho.gov/>

The City of Payette is committed to encouraging, supporting and assisting new business development in our community. If you need further assistance regarding the start of your new business, please don't hesitate to call us at 208-642-6024, or email billing@cityofpayette.com, or stop by City Hall at 700 Center Avenue, Payette, Idaho, 83661.