



Pea Ridge Business License Application
 Fee - \$50.00 Annually

City of Pea Ridge
 975 Weston Street
 P.O. Box 10
 Pea Ridge, Ar. 72751
 T. 479-451-1122 ex. 107

Application Requirements and Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request

*Please note: Do not leave any spaces empty or blank. If the question is not applicable, enter N/A.

*Late fees will be assessed after February 1st. (Refer to code 4.24.07 for a list of penalty fees)

Attached you will find the following information needed to assist you with your sign permit application:

- Application & Checklist
- Frequently asked questions
- Property owner permission form (if applicable)

Please return this completed form, all supporting documents, and payment to the Pea Ridge City Hall.

<ul style="list-style-type: none"> • Property • Info. 	Physical Address:	Project Info.	Please indicate Zoning: (circle one) A1 R1 R2 R3 R4 C1 C2 I Do you own or lease the subject property? (circle one) Own Lease
	Business Address: (if different than physical address)		
	Parcel #		
	Business Name:		
	Type of Business:		
	Number of Full Time Employees:		
	Number of seats:		

Owner	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

Applicant/ Representative	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

If property owner is different than the applicant, please provide the completed property owner permission form that is supplied in this packet.

Applicant/Representative: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Print: _____ Sign: _____ Date: _____

Property Owner/ Authorized Agent: I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.

Print: _____ Sign: _____ Date: _____

Official Use Only:

Date Application was submitted:	Date Accepted as Complete:
Planning Commission Meeting Date: (if applicable)	Zoned: (circle one) A1 R1 R2 R3 R4 C1 C2 I
Home Occupancy Permit Approved: (if applicable) Y/N	Approval Date: (if applicable)
Payment Type: (circle one) Cash Check Credit Card	Date Received:
Receipt #	Business License #

Business License Checklist: (Refer to code 4.24)

- **Application.** Completed application required at time of application submittal.
- **Fee.** Payment for the Business License.
- **Letter of Transmittal.** A narrative describing the proposed scope of work.
- **Home Occupation Permit Approval.** Home Occupation Permit approvals are granted by the Pea Ridge Planning Commission. (If applicable)
- **Property Owner Permission form.** (If applicable) Form is supplied in this packet.
- **Do you serve alcohol?** ___ Yes ___ No; If yes, please provide a copy of the ABC Permit
- **Please supply a copy of your Health Department inspection.**

Health Department Food Establishment Assessment Report - Health Official
1200 W. Walnut, Suite #2200
Rogers, Ar. 72756
479-986-1300

- **Please supply your Arkansas Sales & Use Tax Number** _____

Department of Finance & Administration
Office of Field Audit
1501 S.E. Walton Blvd., Suite 213
Bentonville, Ar. 72712
479-271-8108

- **Building Inspection.** Please schedule your inspections with our Building Inspector.

Building Department
975 Weston Street Pea Ridge, Ar. 72751
T: 479-451-1122 ex. 106

- **Required Documents.** All other required documents. (if applicable)

Please note:

- Signage, zoning information, and questions should be addressed to:
Planning Department
975 Weston Street Pea Ridge, Ar. 72751
T: 479-451-1122 ex. 107
- Please refer to code 4.24.05 for a list of exempt business.
- Applications for a business license is set at Fifty Dollars (\$50.00) per year if issued by June \$30. License issued on or after July 1st, will be charged a fee of Twenty-Five Dollars (\$25.00). (Refer to code 4.24.06)
- Non-Residential contractors doing business within the city limits must have a license. This does not apply to non-resident contractor, not having a place of business within the city who holds a valid business license in another city within the state of Arkansas. (Refer to code 4.24.11)
- Any license, although validly issued, may be revoked due to non-compliance by the holder thereof with any city, county, state or federal ordinance, law, statue or regulation. (Refer to code 4.24.13)
- The license fee, is not returnable in case the license, for any reason, surrenders their license, discontinues their business, or if the application is denied or the license revoked for violation of any city, county, state or federal ordinance, law, statue or regulation. (Refer to code 4.24.14)
- All licenses are non-transferable and non-assignable. (Refer to code 4.24.15)
- Please post all license in a permanent place where the business covered is carried on. The holder is required to present the license to any officer or official of the city. (Refer to code 4.24.16)
- For Door-to-Door Solicitation. Please contact Pea Ridge City Hall at:

City of Pea Ridge
975 Weston Street
P.O. Box 10
Pea Ridge, Arkansas 72751
T: 479-451-1122

Property Owner Permission Form

I, _____ (Name), hereby permit the use of _____ (Use)
on my property at _____ (Address) Pea Ridge, Arkansas.

Dated this the ____ Day of _____, 20 ____.

Signed

Name (Printed)

State of Arkansas

County of _____

Subscribed and sworn before me this the ____ day of _____, 20 ____.

Notary Signature

Notary Name Printed

Commission Expires