



**Pea Ridge Business
License Application**
Fee - \$50.00 Annually

Application Requirements and Checklist

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

P.O. Box 10 • 975 Weston Street • Pea Ridge, AR 72751 • P: 479.451.1122 • F: 479.358.9126 • Jessica.grady@cityofpearidge.com

*Late fees will be assessed after February 1st. (Refer to code 4.24.07 for a list of penalty fees)
*If applied for after July 1st, fee is \$25.00 (Refer to code 4.24.06)

<ul style="list-style-type: none"> Property Info. 	Physical Address:	Project Info.	Please indicate Zoning: (circle one) A1 RE 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:		Number of Full Time Employees:
			Number of seats: (if applicable)
			Type of Services Offered:

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:

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)

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

- **Application.** Completed application required at time of application submittal.
- **Fee.** Payment for the Business License.
- **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

- **Inspection.** (If applicable) Please schedule your inspections with the following departments.

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

Fire Department Risk Reduction
293 S. Curtis Avenue Pea Ridge, Ar. 72751
T:479-451-1111

Please note:

- Signage, zoning information, and questions should be addressed to:

Planning Department
975 Weston Street Pea Ridge, Ar. 72751
T: 479-451-1122
- Please refer to code 4.24.05 for a list of exempt business.
- 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, statute 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, statute 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:

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