



For quicker processing, please fill out front and back completely.

CITY OF LEWISTON BUSINESS LICENSE APPLICATION

Please select one: New Business Business Ownership Change Business Name Change Business Location Change

Business Location: _____
Street Address City, State, ZIP Code

This is a: Commercial location Residence Business located outside of the City of Lewiston

Commercial location: Please complete and attach the Local Emergency Services Information sheet and a site/floor plan.
Residence: Please complete and attach the Home Occupation Addendum and a site/floor plan.

Business Information

Business Name (DBA): _____

Business Mailing Address: _____
Street Address City, State, ZIP Code

Business Email: _____ Business Phone: _____

Business Entity Information

Business Entity Type: Sole Proprietor Partnership LLC PLLC Corporation EIN: _____
Do not use Social Security Number

Complete if different from above information:

Business Entity Name: _____ Business Entity Phone: _____

Business Entity Address: _____
Street Address City, State, ZIP Code

Business Ownership Information

Name: _____ Title: _____

Address: _____ Phone: _____

Name: _____ Title: _____

Address: _____ Phone: _____

Local Contact: _____ Phone: _____

Number of employees including yourself: _____

Business License Fee Due: _____

Refer to below fee schedule to determine amount due.
New businesses located within the city limits of Lewiston pay ONLY \$1.00

BUSINESS LICENSE FEE SCHEDULE EFFECTIVE OCTOBER 1, 2022

Please pay the correct fee. Overpayments of less than \$5 will not be refunded.

0-5 Employees	\$94.00	13 Employees	\$232.00
6 Employees	\$108.00	14 Employees	\$253.00
7 Employees	\$129.00	15 Employees	\$270.00
8 Employees	\$143.00	16 Employees	\$285.00
9 Employees	\$164.00	17 Employees	\$306.00
10 Employees	\$180.00	18 Employees	\$320.00
11 Employees	\$196.00	19 Employees	\$338.00
12 Employees	\$216.00	20+ Employees	\$358.00

OFFICE USE ONLY

BUSINESS LICENSE NUMBER _____

REVIEW DUE DATE _____

BUILDING/ZONING _____

PRETREATMENT _____

FIRE DEPARTMENT _____

RECEIVED STAMP/DATE:

CASH CREDIT CHECK # _____

Describe in detail the nature of your business including products sold, labor performed and/or services rendered.

If you are required to obtain a professional or occupational license through a State of Idaho regulatory board for your profession, please provide that license number and expiration: _____

Example: Contractors, architects, cosmetologists, physicians, etc. are all required to maintain licensure through their respective State of Idaho regulatory boards. Please note that the issuance of a business license may be postponed until the applicant has obtained their required professional or occupational license.

We announce new Lewiston businesses on our website and/or social media. Would you like us to include the name of your business in these announcements? Yes No

LICENSE TERM, ANNUAL RENEWAL AND ACKNOWLEDGEMENT

Please allow at least 10 business days for the processing and issuance of your license. Licenses will be sent to the mailing address provided on the application unless otherwise requested.

I understand that the submittal of this application and fee does not entitle the applicant to engage in the business applied for until such application is approved and the business license is issued.

The license term is twelve (12) months from the date of license issuance unless otherwise stated on the face of the license. A renewal invoice will be sent at least 30 days prior to expiration of the license. It shall be the responsibility of the licensee to renew the license annually, within 30 days of the expiration date, whether or not a renewal notice was received.

I certify that the information given on this application is true, correct and complete to the best of my knowledge.

Signatures must be that of a responsible party, including sole proprietor-owner, corporate officer, partner, managing member or agent.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Please return application and remit payment to:

City of Lewiston
Attn: Business Licensing
PO Box 617
Lewiston, ID 83501

If you have questions about business licensing, call (208) 746-1318.



ADDENDUM FOR MOBILE FOOD VENDOR BUSINESS LICENSE APPLICATION, EXCEPT THOSE OPERATING AT A LICENSED EVENT

This addendum is required for all mobile food vendor businesses operating within the corporate city limits of Lewiston, EXCEPT THOSE OPERATING AT A LICENSED EVENT. It must accompany your application for a business license. Submit application and attachments to:

City of Lewiston, Business Licensing, 215 D St or PO Box 617, Lewiston ID 83501

Apply online at www.citizenserve.com/lewiston

Email cd@cityoflewiston.org

Mobile food vendor business name, owner and owner address:

1. My business will operate as a mobile food vendor, which is defined as:
a food service business that sells or serves food from a: (Please Circle)
 - (1) mobile food service vehicle or unit built and designed to be able to travel on public streets, whether motorized or not; or
 - (2) cart or temporary structure, such as a canopy, stand, or kiosk, transported on a trailer. A mobile food vendor does not include a vending machine.

2. Will the mobile food unit conduct business primarily from the same location or primarily from multiple locations on a daily basis?

3. If primarily from the same location, then at what address (Submit a detailed site plan showing where on the site the mobile food unit will operate and detail the site access.)?

4. If primarily from multiple locations and each location is known, then at what addresses (Submit detailed site plans showing where on the sites the mobile food unit will operate and detail the site access.)?

5. If primarily from multiple locations and each location is not pre-determined or may change from day to day or week to week, then please describe when and how the different locations will be chosen.

6. What is the address where will the mobile food unit will generally be parked overnight?

**MOBILE FOOD VENDOR OPERATIONAL STANDARDS/REQUIREMENTS,
BUSINESS LICENSE APPLICANT ACKNOWLEDGMENT**

1. A mobile food vendor shall not operate in a residential zoning district unless:
 - (1) the mobile food vendor is located on a permitted church, public use, semi-public use, school, park, conditionally permitted, or nonconforming commercial use property, as defined in chapter 37 of Lewiston City Code, and is associated with an event that is licensed pursuant to Article IX of Lewiston City Code Chapter 21; or
 - (2) the mobile food vendor is operating in a catering capacity for the property owner and not selling to the general public. For purposes of this provision, residential zoning districts shall be F-2, R-1, R-2, R2A, NHN, NHS, R-3, R-4, BASPAB, as described in chapter 37 of this code and depicted on the official zoning map of the city.
2. The driveway or mobile food vendor site access location, width, and design shall be subject to approval by the City of Lewiston Public Works Department and Fire Department.
3. The mobile food vendor operation shall not displace any other required parking.
4. The mobile food vendor shall not be parked such that any service window allows or requires walk-up customers to be on a public sidewalk during service.
5. The mobile food vendor shall not be parked in such a manner as to block or impede ingress or egress to/from any building, structure, or use during its operating hours.
6. An alcohol beverage license or alcohol catering permit shall be required for the serving or sale of alcohol from the mobile food vendor. The mobile food vendor shall adhere to chapter 6 of this code.
7. If a drive-through service window is used to provide drive-through service, then the drive-through service facilities provisions of chapter 37, article VII of Lewiston City Code shall apply.
8. The mobile food vendor shall not be parked in such a manner as to impede a required clear vision area, as defined in Public Works Department standard drawing I-12 or as otherwise updated or amended.
9. Power cord to the mobile food unit shall be constructed from listed and labeled materials, permanently connected to a panel board with a suitable clamp to provide strain relief, and a minimum length of 21' and not more than 36.5'.
10. Power cord shall be rated for the voltage and the required amperage for the truck or trailer but not more than 50 amps.
11. Where the power cord passes through the wall or floor, conduit and or a bushing shall be installed to protect the cord from damage. Protection shall also be provided along the ground to prevent damage or a trip hazard.
12. All mobile food vendor operators shall obtain and maintain approval from the Public Health - Idaho North Central District, including sewage/wastewater dumping only at an approved location (208-799-3100).

13. All mobile food vendor operators must obtain and maintain approval from the Lewiston Fire Department (see attached Fire Department handouts for related requirements and information).
14. A mobile food vendor is required to obtain permission from the owner of property at which the business is conducted. If such property is not owned by the mobile food vendor, the property owners name, mailing address and dated signature of approval are as follows:

Property Owner Name: _____

Property Owner Signature: _____

Property Owner Mailing Address: _____

The undersigned applicant has read and acknowledges he/she will comply with the provisions stated herein as a requirement of his/her City of Lewiston mobile food vendor business license, subject to potential suspension, revocation or non-renewal of said license:

Signature

Printed name of signatory above: _____

Date: _____



Lewiston Fire Department

Fire Prevention Division

Business License application - Fire Department Handout

Thank you for choosing to do business in the city of Lewiston. We, at the Lewiston Fire Department are dedicated to the safety of you, your employees and our citizens! This handout is intended to help our business license applicants through the process.

The inspection is intended to confirm that the occupancy meets the minimum Fire Code requirements. The public has a right to expect that if a business is allowed to operate within the city limits, that they meet basic life safety requirements. Incomplete applications or applications lacking needed information will delay the licensing process and may prevent the license from being issued.

What do I need to complete my application?

- Provide a detailed description of what is being done.
- Applications must include an accurate floorplan of the business and relevant fixtures, equipment and/or processes, and any other documentation pertinent to the application or building. Floorplans will not be accepted by the business licensing representative without door locations; direction of door swing and fire extinguishers location(s) being indicated.
- If occupying a commercial space, you will need to fill out an emergency contact information form with **local** contact information in case of an emergency event outside of normal working hours.

Now you are ready to submit your application for fire department review!

Please note: it could take up to 15 days for the business license application to be processed and approved.

What do I need prior to contacting the fire department for my inspection?

-Inspection items include but are not limited to the requirements listed below-

- Address is posted to local standard and visible from the street, including suite numbers. If occupying a commercial space with a front and rear exits, the rear exit will also need to have the address posted.
- Current fire extinguisher 2A:10BC for most occupancies mounted and tagged within five (5) feet of the main entrance/exit. Additional fire extinguishers may be required based on occupancy. See table on the back of this form for additional information.
- If present, commercial hood, alarm and sprinkler system must have current service records.
- No electrical hazards present – Open junction boxes, over-loaded power strips, etc...
Note: Power strips are not intended to be used with appliances such as microwaves, coffee makers, refrigerators etc.
- Any hazardous materials, flammable/combustible liquids, combustible materials are handled/stored appropriately and within allowable quantities.
- Exit doors and pathways are adequate and maintained.
- Emergency lighting and exit signage as required, or if already present must be operable.

Normal inspection hours occur Monday through Friday 8am to 4pm. For additional information or clarification regarding fire department requirements, please contact our office at 208.743.3554.



Lewiston Fire Department

Fire Prevention Division

When travel distances exceed 75 feet, more than one fire extinguisher will be required.

Business Type:	Fire Extinguisher Type:
General office, retail, professional services etc	2A:10BC
Commercial cooking operations	K Class
Motor vehicle repair and/or fuel dispensing	2A:20BC
Hazardous materials storage or use	Contact the Fire Department

Normal inspection hours occur Monday through Friday 8am to 4pm. For additional information or clarification regarding fire department requirements, please contact our office at 208.743.3554.