



# Business License Application

Entity Number: \_\_\_\_\_

Applicant/Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID or Driver's License Number: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Zone District \_\_\_\_\_ Conditional Use Permit \_\_\_\_\_

Description of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# Business License Application

## New Business in City Limits of Stanton Info Packet

To operate a new business in the city limits of Stanton there are certain steps and permits needed to be compliant. If you own a property and intend to use it as any type of business, you must first go to the Planning & Zoning Office and see if the type of business is permitted at the location you intend to have your business and make sure no additional permits or applications need to be filled out prior to opening your business. Once you receive zoning verification from the Planning & Zoning Office every business must obtain a business license if the business is in the city limits of Stanton. Additional permits may be required.

**Quarterly Payroll Tax:** Any business that has employees in addition to business license, you must pay a 1% quarterly tax for employees, this is a payroll deduction and the tax is to be paid quarterly.

**Restaurant Tax:** Any type of business such as restaurant, bakery, deli, where your main source of income is selling prepared food then in addition to the business license, you must also pay a 3% restaurant tax, this tax is to be paid monthly.

**Alcohol:** If business will be selling **alcohol** in addition to the business license, you would need to come to City Hall to purchase an alcohol license. You must also pay the 6% alcohol regulatory fee, this fee is to be paid monthly.

**Transient Room Tax:** If business will be any kind of hotel, motel, or Short Term Rental, in addition to business license, you must also pay a 3% transient room tax, this tax is to be paid monthly. Powell County also assesses a 3% transient room tax which is to be paid separately to the County.

**Short Term Rental Registration Form:** If you are applying for a business license to operate a Short Term Rental / Airbnb you must also register the property.

You can receive all these forms at City Hall at 98 Court Street, a copy will also be in this new business packet for your use. For your convenience you can also access them on City Hall website [www.stantonky.gov](http://www.stantonky.gov).

In addition, any structural changes including demolition require a Building Permit, new signs and changes to size and shape of signs require a Sign Permit, new fences require a Fence Permit and any changes in lot configuration require additional review. If the land use you propose does not conform to the existing Zone District a Zone Change may be required.

If you have any questions, please contact me at Stanton City Hall. Via phone or email: 606-663-6474, [chris.chaney@stantonky.gov](mailto:chris.chaney@stantonky.gov). I appreciate your cooperation in this matter.