



City of McCall  
CITY CLERK

www.mccall.id.us

# BUSINESS LICENSE Application

License # 2017- \_\_\_\_\_

216 East Park Street  
McCall, Idaho 83638

Phone 208-634-7142

Fax 208-634-3038

New License    Renewal    Updated Info

**APPLICATION FEE: \$125**

*RENEWAL FEES: \$25 for (1) year or \$100 for (5) years. Renewal applications due by December 31*

*The Business License is active for the calendar year, expiring on December 31 of each year. Fees will not be prorated and are non-refundable.*

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

DBA: \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Business Physical Location: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Address for License/Tax Correspondence if different from above: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Preferred method of correspondence:    Email    Postal Service

Type of business being conducted: \_\_\_\_\_

EIN#: \_\_\_\_\_ State Sales Tax#: \_\_\_\_\_

- Type of Ownership:
- |   |  |
|---|--|
| <input type="checkbox"/> Sole Proprietorship    | <input type="checkbox"/> Limited Liability Partnership (LLP) |
| <input type="checkbox"/> General Partnership    | <input type="checkbox"/> Limited Liability Company (LLC)     |
| <input type="checkbox"/> Corporation            | <input type="checkbox"/> Limited Partnership (LP)            |
| <input type="checkbox"/> Other (specify): _____ |  |

If ownership is other than sole proprietorship, list below all partners, officers, principals, and/or authorized agents with address and phone numbers (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_

>> Continued on page 2 >>

### For City Use Only

Land use compliance:

NAICS Code: \_\_\_\_\_ Zone: \_\_\_\_\_ P & Z Approval (App # or Date): \_\_\_\_\_

Approved    Denied   Reason for Denial: \_\_\_\_\_

Signatures:

Community Development Dir.: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg. Inspector (if change in location or use): \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Public Works Dir.: \_\_\_\_\_

Reported to:    Co. Dispatch    Chamber    City Council   Date Issued: \_\_\_\_\_

Please answer the following questions. Supplemental applications may be required as indicated below.

**GENERAL INFORMATION**

- 1. Is there on-site parking? If yes, how many spaces? \_\_\_\_\_  Yes  No
- 2. Is the property served by city sewer or on a private septic system? For septic systems, contact Central District Health for approval.  City sewer  Private septic system
- 3. Will any changes be made to the **interior** of the building?  Yes  No
- 4. Will any changes be made to the **exterior** of the building? If yes, Planning & Zoning requires a **Design Review**.  Yes >> Design Review  No
- 5. Will you be using or storing grease, oil, chemicals, or significant quantities of solvents in your business? (Note: MSDS sheets are required to be kept on-site as required by Code.)  Yes  No
- 6. What is the maximum seating capacity of the business? \_\_\_\_\_
- 7. Is this a childcare business? Number of Children \_\_\_\_\_ (a total of 7+ requires a State License)  Yes  No  
Receiving compensation for \_\_\_\_\_ of children. (6+ children requires a City Planning & Zoning Conditional Use Permit) **State License Number (if applicable)** \_\_\_\_\_
- 8. Is this a "formula" (chain) retail or restaurant business according to McCall City Code 3.2.02?  Yes  No
- 9. Will any sign(s) for this business be added or changed? If yes, Planning & Zoning requires a **Sign Permit**.  Yes >> Sign Permit  No
- 10. Does this business offer snow removal services? If yes, a supplemental **Snow Removal License** is required.  Yes >> Form 105  No
- 11. Will alcohol be sold or served? If yes, a **City Alcohol License** is required.  Yes >> Form 107  No
- 12. Does your business collect sales tax? If so, how often do you remit taxes to the State?  Yes >>  Monthly  No  Quarterly  Annually

**LODGING & SHORT TERM RENTALS**

- 13. Is this a **Lodging business** (hotel or short-term rental)? An **Occupancy LOT Tax Permit** is required. (Attached)  Yes >> Form 302  No
  - a. If this is a short-term rental with sleeping arrangements for 20 or more persons in a residential zone, a **Conditional Use Permit** from Planning & Zoning is required.  Yes >> Conditional Use Permit  No

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### Fire Safety Guidelines

1. A fire extinguisher with a minimum rating of 2A:40B:C should be installed in a readily accessible and visible location on the business premises and inspected by a qualified technician within the last 12 months (other fire/safety requirements may be needed).
2. Electrical circuit breakers should be labeled for the electrical equipment they control.
3. Exit doors and corridors should be kept free and clear of obstructions or locking devices which require special keys, tools, or knowledge to operate during business hours.
4. Smoke and carbon monoxide detectors are required for commercial and residential buildings with fuel burning appliances.

**Please contact the McCall Fire District for more info or questions concerning safety requirements at (208) 634-7070.**

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### Sales Tax Collection Agreement

The Applicant agrees to collect the following applicable taxes (**please initial below**):

\_\_\_\_\_ Retail Businesses to collect a one percent (1%) tax upon all other retail sales subject to taxation under Idaho Code 63-3601, et. Seq. Idaho Sales Tax Act except on the sale of groceries and motor vehicles which are titled by Idaho Department of Motor Vehicles as defined in McCall City Code 4.11.

\_\_\_\_\_ Lodging/Short Term Rentals to collect a total of (7%) tax - six percent (6%) Local Option Occupancy (LOT) tax and a (1%) Sales tax - on short-term rentals or leasing occupancy fees charged for any hotel room, motel room, condominium, home, room, or other residential unit where the term of stay is less than thirty days as defined in McCall City Code 4.11 and 4.12.

\_\_\_\_\_ The Applicant further agrees to remit the above municipal taxes for each calendar month, calendar quarter, or annually on or before the 20th of the succeeding month to the City Clerk's Office at City Hall, 216 E Park Street, McCall, Idaho 83638.

\_\_\_\_\_ The Applicant hereby makes application for a City Sales Tax Permit as required per McCall City Code Title 4.11 and 4.12. **THIS PERMIT IS NONTRANSFERABLE BY SALE, LEASE ASSIGNMENT, OR OTHERWISE.**

\_\_\_\_\_ The undersigned agrees to maintain a **current business license** for each calendar year while the business / short-term rental is operational.

Please sign acknowledging that you have read the application in its entirety and that all information provided is accurate to the best of your knowledge.

### Applicant's Signature – REQUIRED

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



SNOW REMOVAL LICENSE  
APPLICATION  
Business License Application  
Addendum

Form 105

216 East Park Street  
McCall, Idaho 83638

Phone 208-634-7142

Fax 208-634-3038

www.mccall.id.us

City Code 4.3.1 states “that it shall be unlawful for any person to engage in the business of snow removal unless a valid license therefore has been issued as provided.” No person shall contract to remove snow within the City of McCall without first obtaining a Snow Removal License from the City Clerk through the Business License Application process. The application for such license shall be filed with the City Clerk and paying a business license fee prior to contracting for snow removal.

1. **Name / Business Name of the applicant:** \_\_\_\_\_  
Tax ID and/or Driver’s License: *(required)* \_\_\_\_\_

2. **Contact Information:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

3. **Vehicle/Equipment to be used:** (walk behind equipment not necessary to list – driven only)  
Vehicle/Equipment Description – including rental equipment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Proof of insurance** showing the Applicant has a policy of liability and property damage insurance covering the work of the Snow Removal Contractor and the contractor's employees. The insurance policy should also list the City as an additional insured party in a sum not less than provided by Idaho Code section 6-926 et seq:

Applicant’s Name (printed): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For City Use Only</b>	
Permit Decal Number(s): _____	Business License #: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason for Denial: _____
Received Proof of Insurance <input type="checkbox"/>	Date Permit Issued: _____

**PLEASE READ AND RETAIN FOR YOUR RECORDS**

**City Code – Chapter 3**

**4.3.2 SNOW REMOVAL CONTRACTOR RESPONSIBILITY:**

(A) The Snow Removal Contractor shall be responsible for the work performed under the provisions of this section and comply with the rules and regulations pertaining to snow removal within the City.

1. The public right of way is used by the City for storage of snow plowed from the streets. It is not available for snow storage for individuals.

City or Idaho Transportation Department snow removal operations, or with the public's normal use of City streets.

3. Under no circumstances can snow be plowed onto adjacent private property without written permission from the property owner.

4. Under no circumstances can snow from private property be stored on public property without written permission from the City's Public Works Department.

(B) The snow removal contractor shall keep a log of the properties served which will be provided to the City upon request of the City.

(C) Comply with all city, county, state, and federal laws.

(D) All contractors shall have in their possession during snow removal operations, the appropriate snow removal license documentation (i.e. sticker, identification card, etc.) as provided by the City.

Visit [www.mccall.id.us](http://www.mccall.id.us) to read the City Code in its entirety. Click on City Code under the Home Tab.

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**Who to Contact:**

Any questions pertaining to this law and your responsibilities with snow removal and storage, please contact Public Works (208) 634-5580.

Any questions regarding your business license/snow removal license, insurance copies, and permit decals, please contact Shay Tyler, Deputy Clerk (208) 634-8908 or [styler@mccall.id.us](mailto:styler@mccall.id.us) or the City Clerk's office (208) 634-7142.

Please send insurance copies and requests for additional permit decals (at no charge) to the attention of Shay Tyler, Deputy Clerk at 216 E. Park Street, McCall, Idaho 83638.



**City of McCall**

CITY CLERK

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**Form 103**

216 East Park Street  
McCall, Idaho 83638

**Phone 208-634-7142**

Fax 208-634-3038

## McCall Businesses Emergency Contact Information

The McCall Police Department maintains emergency contact information for local businesses. This information is necessary for the McCall Police Department to provide a high level of service to its customers.

In the event of an after-hours emergency, the police may have to contact business key holders. In addition to names and phone numbers we are asking for e-mail addresses. The police department will use e-mail to alert businesses of fraudulent practices, counterfeit bills and other information of interest to local businesses.

Please assist us by completing the following information and return it to the City Clerk's office with your business license application.

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

Business Owner's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### After hours / Emergency contact information

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Thank you for your time and effort,

Justin Williams  
Chief of Police

216 East Park St. • McCall, Idaho 83638 • 208-634-7144 • fax 208-634-7983 • police@mccall.id.us