

Town of Jackson Business License Annual Renewal Application

This application is required for all businesses to renew their annual business license. The application must be approved, and a business license issued by the Town before it is legal to continue to transact or carry on any business in the Town in the upcoming business year. The application must be fully completed by the applicant to be processed.



Submission Period : The renewal application must be received by the Town prior to December 31. If it is not received by December 31, it may still be submitted until January 31, but the business license will be delinquent. If after 11:59 p.m. on January 31, a renewal application has not been received by the Town, the business is no longer eligible for renewal and must submit a new application if it seeks to continue business in the Town.

Annual License Fees: The annual license fee must be submitted with the renewal application. An additional late fee is required with all renewal applications submitted after December 31. Submission of the fee does not constitute approval of an application. This fee is non-refundable. However, if the application is denied, a refund will be issued minus a \$47.00 application fee.

150 E Pearl Ave
 PO Box 1687
 Jackson, WY 83001
 P: (307)733-3932
 F: (307)739-0919
 www.jacksonwy.gov

Sales Tax Collecting Businesses

1 - 10 employees = \$126.00
 11 - 49 employees = \$252.00
 50 - 99 employees = \$378.00
 100 + employees = \$630.00

Non Sales Tax Collecting Businesses

1 - 10 employees = \$164.00
 11 - 49 employees = \$365.00
 50 - 99 employees = \$492.00
 100 + employees = \$819.00

Independent Contractors & Agents

\$126.00

Residential & Commercial Rentals

\$128.00

APPLICANT INFORMATION

Business Name: _____

Doing Business As (DBA): _____

Town of Jackson Business License Number: _____

Nature of Business: _____

Owner Name: _____ Owner Phone Number: _____

Local Point of Contact Name (Optional): _____ Local Point of Contact Phone Number (Optional): _____

Please indicate if any of the following information has changed for this business since the last business license application was submitted to the Town.

If the answer is YES to any of the below items, please indicate the change next to the item.

Business Name: Yes No _____

Doing Business As (DBA): Yes No _____

Nature of Business: Yes No _____

Business Physical Address: Yes No _____

If the business location has changed, a new Town of Jackson Business Application must be submitted immediately.

Business Phone Number: Yes No _____

Business Email Address: Yes No _____

If the business location is rented or leased, has the property owner changed? Yes No _____

If YES, submit with the application a Notarized Letter of Authorization from the new owner of the business location.

If the property owner has changed, please provide the following information:

Name of Property Owner: _____

Property Owner's Mailing Address: _____

Property Owner's Phone Number: _____

I (print your full legal name), _____, do hereby swear and affirm, under penalty of perjury, the information I have provided on this application is true and correct to the best of my knowledge and I understand the information provided herein may be investigated for accuracy.

Signature _____ Date _____

Submit this completed form in person at Town Hall, 150 E Pearl Avenue or by mail to TOJ Attn: Finance Dept, PO Box 1687, Jackson, WY 83001.

For Official Use Only – Please Do Not Write Below This Line

Approving Department	Initials	Date Approved	Comments	
Finance Department				
Building Department				
Fire Department				
Planning Department				
License Fee \$		Date Paid:	Date Application Received:	

All applications shall be processed within 30 days of receipt of the application.
Deadline may be extended if application is actively working with Town staff on outstanding requirements.
License Number: