

### Town of Jackson Business License Application

All payments shall be made at the time of application and shall be non-refundable unless the application is denied. If the Town denies a business license application, a refund will be issued, less a \$44.00 non-refundable application fee. Applications for a business license must be **submitted and approved by the Town before the business can begin operations.**

**License will be DELAYED and can potentially be DENIED if any information is incomplete**



PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://www.jacksonwy.gov)

Application Fee:	<u>Sales Tax Collecting Businesses</u>	<u>Non Sales Tax Collecting Businesses</u>	
	1- 10 employees = \$118.00	1 - 10 employees = \$154.00	
	11 - 49 employees = \$237.00	11 - 49 employees = \$343.00	
	50 - 99 employees = \$355.00	50 - 99 employees = \$462.00	
	100 + employees = \$592.00	100 + employees = \$770.00	
	<u>Commercial Property Rentals</u>	<u>Residential Rentals</u>	<u>Agent</u>
	1 or more rentals = \$120.00	3 or more rentals = \$120.00	0 employees = \$118.00

**A color copy of the owner's driver's license is required with the application.**

Any change of location or ownership requires a new application, \$44.00 fee, and is subject to approval by the Town of Jackson

**APPLICANT PLEASE PRINT LEGIBLY**

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

Doing Business As (dba): \_\_\_\_\_

Nature of Business \_\_\_\_\_

Is the Business in your residence? Yes  No  If YES, submit Home Occupation Form if you are within Town limits

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

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

Business Phone number \_\_\_\_\_ Business Email Address \_\_\_\_\_

Was premise previously occupied? Yes  No  If so, was it a:  Business  Residence

If Business, what type of business? \_\_\_\_\_

Is the property rented/leased or owned? Yes  No

If the Property is rented/leased, Name of the Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_ Notarized Letter of Authorization must accompany this application if the location is Rented/Leased

Where is the parking provided for your business? \_\_\_\_\_

How many parking spaces are allocated to this business? \_\_\_\_\_ Square footage of Business Location: \_\_\_\_\_

If Business is a restaurant, how many seats? \_\_\_\_\_ Number of employees on payroll? \_\_\_\_\_

Will you be posting a sign for your Business?  Yes  No

I, (print your full legal name) \_\_\_\_\_, do hereby swear and affirm the information I have supplied on this application is true and correct to the best of my knowledge.

STATE OF WYOMING )

)ss

COUNTY OF TETON )

\_\_\_\_\_  
Signature of applicant

SUBSCRIBED AND SWORN TO BEFORE ME BY \_\_\_\_\_ (printed name of applicant)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

WITNESS my hand and official seal

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

Business is:            Home Occupation                      Home Business                      Other

Zoning:    UC            UC2    UR            AR            AC            SR            R  
               BC            NC            NC2    OP            RB            BP            MHP

Business Physical Location:    Within Town Limits    In Teton County            Out of Teton County

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
License Fee	\$	Date Paid	