



# Application for Business License

## Tell us about you:

Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License/ID#: \_\_\_\_\_ State: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

## Scope of Business (select one):

- ☐ Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- ☐ Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

## Section A:

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

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

Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Type: \_\_\_\_\_ Secondhand Property Dealer? \_\_\_\_\_

Description of business to include hours of operation and expected number of employees: \_\_\_\_\_

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*Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.*

Application # \_\_\_\_\_ - \_\_\_\_\_

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

Property Owner (if other than applicant): \_\_\_\_\_

Sq. Ft. of Building for Business: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from applicant)

## Section B:

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

Business Type: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Complete the following where applicable, and sign below:

CCB#: \_\_\_\_\_ DC Health Dept: \_\_\_\_\_ Other: \_\_\_\_\_

Current/Upcoming Projects (Input N/A if none): \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Development Notice:

*The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.*

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**\*\*\* STAFF USE ONLY \*\*\***

LICENSE # \_\_\_\_\_

Business Location \_\_\_\_\_ Zoning \_\_\_\_\_

Change of Occupancy **Y N** Sign Permit Required **Y N** 2<sup>nd</sup> Hand Property Dealer **Y N**

**Planning Official** \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**Police Chief** \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: ☐ Grant ☐ Deny

Comments:

**City Manager** \_\_\_\_\_ Date \_\_\_\_\_

**Billing Clerk** \_\_\_\_\_ Date \_\_\_\_\_

**City Recorder** \_\_\_\_\_ Date \_\_\_\_\_

Fee \$50 Receipt # \_\_\_\_\_ CC \_\_\_\_\_ Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:

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