



**CITY OF KUNA
P. O. BOX 13
KUNA, ID 83634**

Telephone (208) 922-5546 Fax (208) 922-5989
www.cityofkuna.com

APPLICATION FOR BUSINESS LICENSE

Date: _____

Name(s): _____

Address: _____ **Telephone:** _____

Name of Business: _____

Business Type: _____

Yes **No – Home Occupations must comply with 5-5-5K (KCC)**

Business Address: _____ **Telephone:** _____

Form of Business: **Partnership** **Corporation** **Individual** **Other**

Present Zoning: _____ **Proposed Zoning:** _____

Other business/businesses in Idaho:

Name: _____ **Years in Operation:** _____

Address: _____

APPROVALS

Planning & Zoning Department _____

Date

Kuna Building Inspector _____

Date

Kuna Rural Fire District _____

Date

Central District Health Department _____

Date

Mayor _____

Date

Comments: _____

Date Fee Paid and Receipt No.: _____

INSTRUCTIONS FOR PROCESSING OF BUSINESS LICENSE APPLICATION

Kuna City Code Section 3-4-1 provides:

“LICENSE REQUIRED: No person shall operate, conduct or engage in any trade, business, profession or vocation within the city without first having obtained a license therefore from the director or city clerk. Such license shall be issued upon payment of fees hereinafter specified and upon the applicant’s compliance with the applicable provision of this title. All license shall be a personal privilege of the holder thereof and except as expressly provided herein, shall become void if the holder shall cease to personally supervise, conduct and operate the trade or business for which such license has been issued. No license fee or any part thereof shall be refunded even through the licensee may fail to operate for the period named therein or any portion of such period.”

Kuna City Code Section 5-12-2 provides:

CERTIFICATES OF OCCUPANCY:

- A. Required: it shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefore by the director, stating that the proposed use of the building or land conforms to the requirements of this title and with all conditional provisions that may have been imposed.
- B. Temporary Certificate of Occupancy: A temporary certificate of occupancy may be issued by the director for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion. (Ord. 570, 6-11-2001)

Procedure:

1. Contact Planning and Zoning to set up building inspection and to obtain Certificate of Occupancy and pay inspection fee of \$35.00.
2. Complete “APPLICATION FOR BUSINESS LICENSE” form on the reverse and obtain signature(s) by the Kuna Planning and Zoning Department, Kuna Building Inspector, Kuna Rural Fire District and the Central District Health Department, if necessary (food service establishments only).
3. File completed Application at Kuna City Hall and pay license fee of \$2.50.
4. Receive receipt from City staff for fees paid.

Once the above steps have been completed, the City Council will review the Application at its next regular City Council meeting for final approval.