



Starting a Business

in

Coeur d'Alene

Getting through the paperwork



July 2012

STARTING A NEW BUSINESS IN COEUR D'ALENE : Starting a new business can be overwhelming or frustrating trying to overcome regulations, anticipating costs, and where to find information. City staff are here to help you in that process. If you want to start a new business and have found a prospective location, the City provides a wonderful free service called a project review. To start the process, you complete an application found on the City's website at www.cdaid.org. Once on the home page, click on the button at the top; Government then select : Building Services then: Applications then: Project Review

Fill out as much information as possible, attach a site plan, indicating how you will layout the space showing equipment, chairs, tables, restrooms , etc. Also show your parking stalls, street trees etc. and then e-mail the application and site plan to lindaw@cdaid.org or call Linda Wilson at 208-769-2396. She will review your plans and if needed she will schedule a project review meeting at City Hall to discuss your plans. The service is free and 7 different departments serve on the project review team so you can ask questions and you will receive requirements in writing. You are under no obligation to continue the pro-

SIGN PERMITS

The City has a sign code that regulates all exterior signage whether on private or public property. The amount of allowed signage is based on the lineal frontage of the business on their addressed street. In some cases such as freeway frontage, additional allowances can be incurred. The Sign Code is Chapter 15.24 of the Municipal Code which can be found on the City's website at www.cdaid.org. Blank applications are available at City Hall on the lower level. All signs must be on premise and mounted to a wall or set in permanent concrete footings, except sandwich boards which may obtain an encroachment permit.

BUILDING PERMITS

Building permits are required if you are changing any walls, windows, doors, or counters over four feet high. You also need one if you are constructing a new building. Contact the Building Department at 769-2267 for more information on residential or commercial building projects

PLANNING AND ZONING

New businesses may be required to install street trees, maintain special parking requirements, install landscaping, setbacks etc. and the use must meet certain conditions based on the zoning of the property.. When you have a prospective location in mind, contact the Planning Dept. to see if the use that you are considering will work at that location. They also provide services to help you with applications for Special Use Permits and Zone Changes. 208-769-2240

WASTEWATER

Businesses are charged a sewer capitalization fee (sewer cap) that helps provide wastewater treatment. The fees are based on the type of use. For instance, a bar/restaurant will have more wastewater discharge than professional office space. For more information on sewer cap fees or to see if you may receive credit for previous fees paid. Contact 208-769-2268. Businesses generating grease/oils/chemicals into the wastewater system may also be required to install interceptors. Contact 208-769-

ENGINEERING

New Businesses or businesses changing the use of property may need to repair or install sidewalks, change approaches , and install paving in some cases. Courtesy inspections are also helpful. For more information contact .769-2214 or 769-2283

TYPES OF required CITY BUSINESS LICENSES

For questions; Call 769-2229 or email: kathylew@cdaid.org

The City of Coeur d'Alene Municipal Code may also be found at www.cdaid.org

Please Note: Payment of fees made be made by Cash or Check payable to the City of CDA

Debit or Credit cards may be used if presented in person by the cardholder

If you are:

SELLING ALCOHOL— State , County and City licenses are required . To obtain information or an application go to www.isp.idaho.gov/abc. At the same time you apply for your State license, you should apply for your City license, as it requires City Council approval. The City Council approves your license contingent upon your possession of a State and County license. The City has limits on areas of sale when alcohol is consumed on premise so check with the City before signing a lease or purchasing property. Hard alcohol licenses are very limited in Idaho. For more information, contact the State Alcohol Beverage Control (ABC) at 208– 884-7060 or t he City at 769-2229.



AMUSEMENTS– If you have 10 or more arcade machines. You must obtain a City Amusement license. The fee is \$200 annually and also requires a Criminal History background check at a fee of \$51.50 for all owners.

CATERING PERMITS—May only be issued to a firm holding a “consume on premise” alcohol license. This permit allows that business to move their alcohol license to an off premise location for a party, convention, special event etc. The holder of the alcohol license must obtain the catering permit. Fee is \$20 per day and must be obtained a minimum of three days in advance of the event. *All public events are required to use a licensed vendor that holds a catering permit , whether the alcohol is furnished free or not.*



CHILDCARE– All persons working , volunteering, or regularly on the premises in a childcare facility whether a Center or a Home must obtain a license, as well as all owners, operators, and directors. The Company fee is \$60 if thirteen or less children (home providers may not exceed 9 if space allows) and \$100 if caring for 13 or more children. All owners including their spouses must obtain a Criminal History Background Check from the City. The fee is \$61.50 which includes the first license. Care providers must also present documentation evidencing current pediatric CPR and First Aid training as well as a tuberculosis test result. For renewals providers must also provide 10 hours of approved continuing education and evidence of at least once attending a Safe Sleep Class. Volunteers who are never left alone with the children are not required to hold the CPR and First Aid cards nor perform the continuing education.

CONTRIBUTION SOLICITATION— Required if someone wants to solicit funds on public owned property. Fee is \$5 but the sponsoring organization must be a 501 c (3) c (4) or c (6) agency with the IRS and provide documentation. Solicitation must be for a charitable cause. All participants must sign hold harmless agreements and provide insurance naming the City as additional insured. The application must be submitted a minimum of 21 days in advance of the event.

CURB PAINTING—Permits are available for painting numbers only on curbs in front of residences. Certain specifications must be met and all affected citizens must be given a specific letter stating that the City does not require curb painting of house numbers. It is a voluntary purchase. For more information, contact 769-2229.

DETECTIVE— In order to perform detective services within the City limits, a firm must obtain an agency license and each person doing investigative work must hold an individual license. In order to obtain an agency license, the owner must provide evidence of 5 years of continuous service as a law enforcement officer or evidence of being a licensed detective for a minimum of 5 years. All applicants must undergo a Criminal History background check. Agency Fee is \$60; Individual \$30; and initial background check \$51.50.

DOOR TO DOOR SOLICITATION—If you go door to door and have not been invited, by the resident, you are required to obtain a door to door solicitation permit. Which includes your photo. A Criminal History Background Check is required. The initial license is \$101.50 which includes a Criminal History Background Check, the annual renewal is \$50. Expiration is December 31 annually.

DRAIN LAYER—If you provide excavation services within the City, you must obtain a license. Fee is \$40 for the Company and \$20 for each person in the field. The Company must also provide the City with a bond payable to the City in the amount of \$2000.00 with an expiration date of December 31st. If working in the right of way, the Company must also provide a certificate of Liability Insurance naming the City as an additional insured in an amount of no less than \$500,000.00

FILM PRODUCTION PERMIT— This is required for any firm doing any filming on any City owned property. Fee is determined after application is completed and reviewed based on the resources required. The City requests a 21 day advance if possible.

MOBILE VENDOR — The City requires a permit to be obtained by anyone in a mobile unit selling products which includes merchandise, food, drinks, ice cream etc. whether on private or on any City owned property. There are restricted areas that are off limits to vendors. The first application must be approved by the City Council. The first application each year requires a 30 day advance application, and each permit is renewed annually. Fee is \$150.00 and fire inspection is \$80.00. Renewals are \$50 annually, Contact 769-2229 for more information.

MOBILE FOOD COURT— The City requires a license for any property owner housing two or more mobile vendors. A project review including a site plan is required. Please contact 208-769-2229 for more information. The fee is \$60 for the first year and \$40 for the Fire inspection. Renewals are \$50 annually.

HOME OCCUPATION— Businesses are permitted from your home in residential zones under limited conditions that prevent undue traffic and issues to the neighbors. The client may no longer come to the home unless the home meets accessibility requirements and there may not be any display of goods at the home, The business owner may go to the client and utilize the home for administrative purposes. There may be no employees who come to the home. Applications may be obtained by mail by contacting 769-2229. Fee — \$25 annually.

KENNEL— Pet Stores and Kennels must hold a kennel license including firms selling fish. They are only allowed in certain zoning within the City. They require an animal control inspection once the application is submitted. Fee \$40 per year.

MASSAGE FACILITY—Owners of Massage facilities must undergo a Criminal History background check with the City. No outside checks may be utilized. All therapists working for the facility must hold a State of Idaho massage therapist license. The City Facility fee is \$60 annually.

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MOBILE HOME PARKS—An annual license is required. All spaces must have a physical address rather than a space number for emergency location. All sites must have the address on the site in some manner easily visible from the street fronting the home. Annual fee is \$25 for the first 10 spaces and \$2 per space thereafter. The Fire Dept. will do an annual inspection.

MUSICAL ASSEMBLY—A permit is required for anyone sponsoring a musical assembly drawing 500 or more persons whether on private or public property. Contact the City for all requirements involving life safety, security, restrooms, bonds required etc. Fee varies on the size of event.

NEWSRACKS—Any news rack in the downtown area on City property requires a permit, There are limitations on placement, and color. Fee is \$25 per year per rack.

OUTDOOR EATING—This permit is issued for businesses who wish to expand their seating to the outdoors seasonally. There are conditions that all holders must meet and additional criteria if alcohol is served at that location. There is an annual per seat charge of \$27.94 each season for the permit plus an additional encroachment fee of \$125.00 if seats placed on the sidewalk.

PARKING—The City has a section of the City near North Idaho College that is designated as parking by permit only. This permit is only available to residents in that district and the permits may only be used by the resident or only guests that are at the residence. The residents pay a \$30 annual fee that entitles them to a decal for each of their vehicles that they provide a registration with that address. They also receive 2 visitor passes annually, Permits expire Aug. 14 annually.

SECURITY—The owners of the agency must obtain a Company license at \$60.00 a year and all owners and security personnel must undergo a Criminal History background check by the City. The individual license is \$30 per year expiring December 31 annually. The initial background check is \$51.50 per person.

SIGNS—All exterior signage within the City, whether on public or private property, require a sign permit. Any sign that is altered, refaced, or replaced needs a new permit. All signs must be located on the business premise. Prices for the permits vary by cost of the sign plus installation. Freestanding signs 10 feet or higher require original stamped engineering with the application. The only types of signs allowed are placed on a wall or roof of the structure or placed in concrete footings in the ground. These are a one time permit until the sign is altered, refaced or changed, then a new permit is required. The only exception is a business is allowed by permit to use sandwich boards or A Frame signs. These are annual permits expiring August 31 annually and if placed on City owned property also require an encroachment permit. Fee is \$35.00 or if on sidewalk \$85.00 plus insurance.

TAXI— Taxi Companies require a license in order to operate within the City limits. Each owner must have each vehicle inspected annually and the inspection form signed by a certified mechanic, and each owner must provide a Certificate of Liability Insurance naming the City as additional insured showing the vin number, the year, make, and model of the vehicle. The City will affix a decal to the window of the vehicle to indicate it is licensed for the current year. Upon removing the vehicle from service, the decal must be returned to the City.. The fee is \$50 for the company plus \$2.50 per vehicle.

TREE SERVICE- This license is required for any person working in the City right of way including swales performing any tree services such as trimming, pruning , or removing trees. The licenses expire on Sept. 30th annually and require proof of insurance and evidence of a certified arborist on staff. Fee is \$36 annually.

USED MERCHANDISE DEALER - This is required of anyone selling used merchandise or buying used merchandise from the public. The company must obtain a company license at an annual fee of \$200.00. Each individual working for the firm who is authorized to purchase goods from the public must also obtain an individual license. All owners and individuals possessing a license must undergo a criminal history background check from the City. The individual license is \$5. The initial Criminal History background check is \$51.50 per person.

SPECIAL EVENT PERMITS

If you are scheduling an event with 26 or more people, on any City property involving a street, sidewalk or trail, you are required to obtain a special event permit. The permit application must be accompanied by the proper fee as indicated on the application. The application must be submitted a minimum of 21 days prior to the event as it must be reviewed by several departments of the City. The minimum fee is \$125 for a small event permit, medium event permit fee is \$250, and for very large events the fee is \$625.00 per day, plus a security deposit. The check for the permit fee is cashed upon submittal of the application, and the security deposit collected is returned after the event if all areas of the event are left clean and free of litter. Only one permit may be issued per calendar day so it is advised to submit your application early as many organizations submit a year in advance of the planned event. The calendar fills quickly.

If your event will involve any of the City Parks or any City trails, you will also be required to obtain a Parks permit and /or trail permit and also pay their appropriate fees.

If your event is on any State Highway including Coeur d'Alene Lake Drive or the trail along the drive, you must also obtain a Idaho Transportation Department permit and pay their associated fees. Call 772-1300 for more details.

For more information regarding Parks or trail permits please contact Chenoa in our Parks Department at 769-2252.

When starting a business in Coeur d'Alene, there are also State agencies that may have requirements: This page is for help but may not be the latest information. Please check directly with the agency for specific details.

BUSINESS NAME - File with Idaho Secretary of State

All businesses that use a DBA or business name other than their own personal name are required to file their business name with the Idaho Secretary of State. This may be completed online. Type in [Idaho Secretary of State](#) from your browser. Then click on [business entities](#), and then click on [records search](#). Under search- Type in any part of the name you want to use to ensure it is not already being used. If the name is available, (no records found) hit the back key and you will find the forms.

If a sole proprietor—You will need the Assumed Business Name Form \$25

If a corporation— click on that section. Fee \$100 to file. Or \$120 if handwritten

If your corporation is filed in another state, you will require the Foreign Corporation Form. \$100.00 or \$120 if handwritten

If an LLC— click on that section and complete the appropriate form \$100 or \$120

They also have a form for credit card transmittal if you wish to proceed online and pay by credit card They may be reached at 208-334-2301 (Mountain Time)

TAX IDENTIFICATION NUMBER /EIN NUMBER (EMPLOYER IDENTIFICATION NUMBER)

If you operate as a sole proprietor, you may operate under your own social security number.

When you file taxes, you will have special forms to indicate business expenses and income separate from your personal information.

If you operate as a Corporation, LLC, or have employees , you are required to contact the Internal Revenue Service and obtain a federal identification number or EIN number from them

They may be reached at **800-829-4933** or www.irs.gov click on forms— Form SS-4

IDAHO STATE TAX

If you are selling a product or buying wholesale from a distributor you may be required to obtain a sellers permit or a resale license from the Idaho State Tax Commission . They are located at 1910 Northwest Blvd. Forms and tax information may be obtained on their website. Please consult their website at : www.tax.idaho.gov

TO OBTAIN A SELLERS PERMIT: From your browser, type in Idaho Tax Commission.

Click on the link: Home: Idaho State Tax Commission. Once you are on their website, at the very top of page in says search in very small letters. Click on that search and then go to the bottom of the next screen and type in Sellers Permit. A link will pop up and you can complete the required information online and submit.

BUSINESSES WITH EMPLOYEES - IDAHO DEPARTMENT OF LABOR www.lic.idaho.gov

600 North Thornton Street Post Falls, ID 83854 website: www.labor.idaho.gov

Phone 208-457-8789 This is just some of the subjects that they cover:

New Hire Reporting Requirements	Employment and Withholding Taxes	Unemployment Taxes
Information on Workers Compensation	Required Posters	Idaho State Labor Laws

.FOR help with FINANCING AND ASSISTANCE: **PANHANDLE AREA COUNCIL (PAC)**

11100 North Airport Drive Hayden, ID 83835 Phone: 772.0584

Or the Small Business Administration (SBA) through local banks or the Workforce Training center through NIC at 769-3333

PANHANDLE HEALTH 8500 North Atlas Rd Hayden ID 83835 415-5200 Food handling, Childcare Inspections, Immunizations

THE IDAHO STATE DEPARTMENT OF COMMERCE :

also has information available on their website at www.commerce.idaho.gov

IDAHO BOARD OF OCCUPATIONAL LICENSING

If you are working as a contractor, or any type of construction business you will need to obtain a Contractor Registration from the Idaho Board of Occupational Licensing (IBOL). This includes painting services, landscaping, and any type of business associated with the building profession. Applications are available online or in the Customer Service Center located on the lower level of City Hall at 710 East Mullan in Coeur d'Alene. All documentation and fees including a copy of your liability insurance must be submitted to Boise for processing and issuance. Their contact number is 208-334-3233 or their website is www.ibol.idaho.gov

IDAHO DIVISION OF BUILDING SAFETY

If you need licensed as a Plumber, Electrician, Gas Fitter, HVAC, Manufactured Home Installer, or need a Public Works license, these are issued by the Idaho Division of Public Safety and testing is involved. They have a local office located at 1250 Ironwood Drive, Suite 220 on the second floor. Their phone number is 800-955-3044 . Website: www.idaho.dbs.gov

They also issue homeowners electrical permits at the local office, as well as commercial permits.