



CITY OF CUDAHY
BUSINESS LICENSE AFFIDAVIT
COMMUNITY DEVELOPMENT DEPARTMENT

YOUR BUSINESS APPLICATION WILL NOT BE PROCESSED UNTIL ALL DOCUMENTS FOR THIS AFFIDAVIT HAVE BEEN SUBMITTED AND THE ZONING USE REVIEWED. FAILURE TO SUBMIT THE REQUESTED DOCUMENTS COULD DELAY THE APPLICATION PROCESS AND RESULT IN THE DENIAL OF A BUSINESS LICENSE. CERTIFICATE.

“PLEASE TYPE OR PRINT CLEARLY”

- 1. Business Name (DBA) _____ Expected Opening Date _____
- 2. Business Address _____ City&State _____ Zip Code _____
- 3. Are you sharing this location or office with another business? No ___ Yes _____ (Please explain)

(Use separate sheet of paper if necessary)

- 4. Mailing Address _____ City & State _____ Zip Code _____
- 5. Business Hours: _____ Telephone Number: () _____ FAX Number: () _____
- 6. Business Applicant/Owner _____ Title _____ Home Phone: () _____
- Residence Address _____ City & State _____ Zip Code _____

All Other Officers Or Partners, Please Complete Separate Affidavits

- 7. *State Resale No. _____ *Fed. Tax ID. No. _____ *State I.D. No. _____
*(COPY REQUIRED)
- 8. Property Owner _____ Residence Phone No. () _____ Office Phone No. () _____
- 9. Property Owner’s Address _____ City& State _____ Zip Code _____
- 10. **Submit a Letter of Intent describing in detail the type of business to be conducted at the above location.**
- 11. Does you business require a state license? No _____ *Yes _____ *State Contractors #/Classification _____
- 12. *Social Security No. _____ Date of Birth _____ *Driver’s License No. _____

***(COPY REQUIRED)**

- 13. A copy of the Lease Agreement between the applicant and the property owner must be submitted with this Affidavit.
- 14. Are new signs proposed for the business? No ___ Yes ___ If yes, a separate sign approval and/or building permit is required before installation. Please contact the Community Development Department for additional information.
- 15. Are any hazardous materials being used or stored on the site? No ___ Yes ___ (Please list the types and amounts of chemicals or materials).

(Use separate sheet of paper if necessary)

- 16. Are there any proposed tenant improvements? No ___ Yes _____ (Please explain)

Use separate sheet of paper if necessary)

NOTICE: Business licenses are due prior to commencing operation and expire one year from the issue date, or as stated in the Cudahy Municipal Code. Cumulative penalties accrue at the rate of **15** percent per month of delinquency to 50 percent of the total license fee. Issuance of a business license in no way releases the issue from compliance with any provision of federal, state, county and city statutes, ordinances, rules, regulations, or other law, including and without limitation to zoning, building, and health and safety laws. This affidavit may include background investigation of applicants per Subsection **5.04.140** of the Cudahy Municipal Code, which is relevant to federal, state, county, and city agencies and departments for inspection and law enforcement.

I understand that this affidavit, the business license application, and acceptance of payment does not constitute approval of a business license. This is only a request to conduct business in the City of Cudahy. Authorization to conduct business is not granted until the issuance of a business license.

Under penalty of perjury, I have read the information contained herein and declare the above statements to be true and correct.

Applicant’s Signature _____ Title _____ Date _____

DOCUMENTS TO BE SUBMITTED WITH BUSINESS LICENSE APPLICATION

1. Fictitious Name/DBA (Doing Business As) Application
2. Seller's Permit with current business address, if applicable
3. Federal Tax Identification Number, if applicable
4. State/Professional License, If applicable
5. Letter of Intent describing in detail the operation of the business for, example:
Business hours, types of products being sold, number of deliveries. Etc.
6. Copy of Social Security Card
7. Copy of Driver License
8. Copy of Lease Agreement, if applicable
9. Copy of current Alcoholic Beverage License, if applicable
10. All tenant improvements require separate permits and plan submittal
11. All proposed signage require a sign permit and/or building permit prior to the installation of any new signs.
12. All contractors and/or their employees working in the City must have a current business license.
13. The Health Department approval must be obtained prior to a business license application submittal for all food facilities.

DEPARTMENTAL APPROVALS

Zone _____ Parcel No. _____ Lot Area _____ Total Building Area _____

Former Tenant _____ Gross Floor Area _____ No. of Parking Spaces _____

Type of Business _____ No. of Employees _____ No. of vehicles used for business _____

COMMENTS:

O F F I C E	Reviewed By:	Date Received	Date Approved	Date Denied	Inspected By
	Comm. Devel.	_____	_____	_____	_____
	Build Dept.	_____	_____	_____	_____
	Police Dept.	_____	_____	_____	_____
U S E	Health Dept.	_____	_____	_____	_____
	Fire Dept.	_____	_____	_____	_____

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BUSINESS LICENSE ISSUANCE DATE _____