

## BUSINESS LICENSE APPLICATION PROCEDURES

Thank you for your interest in doing business in the Town of Jackson. **All businesses doing business within the Town Limits is required to have a business license.** Below you will find our procedures for obtaining a business license.

We will only accept business license applications that are **complete and accurate**. License fees must be submitted with the application. If you fail to do so, we will be unable to process your business license application.

All applications **must** have the following:

- A. All information must be filled in. If information is not applicable (N/A), to your business, please state so.
- B. All business license applications must include a Federal Employer's I.D. Number and/or Employer's Social Security number, whichever is applicable. Please contact the appropriate agency to obtain these numbers.
- C. If any of the above is not applicable to your business, you may be required to show reasons why you are exempt. This information should be attached to your application.
- D. You will not be allowed to do business in the Town of Jackson until you have obtained a business license, as stated in the municipal code section 5.12.010 which reads as follows:

***License Required.** It is unlawful for any person, whether as principal or agent, clerk or employee, either for himself or for any other person, or for anybody, corporation or otherwise, to commence or carry on any kind of lawful business, trade, calling, profession, or occupation contained in chapters 5.04 through 5.24 or other applicable governmental regulations. (Ord. 148& 3, 1972.)*

- E. Most business licenses are processed within fourteen (14) workdays.
- F. The Building and planning department, fire department and police department must approve all business license applications. Once the approval process is complete the Finance Department will mail out the Business License. If you have any questions or concerns regarding these procedures, please call the Finance Department 307-733-3932.

There is no one publication covering all of the taxes in the State of Wyoming. Some taxes are handled by agencies not under the administrative jurisdiction of the Department of Revenue and Taxation. The following agencies should be contacted when establishing a new business. For a business license, contact the city of county in which the business is located.

**AGENCIES**

**PHONE NUMBERS**

<p><b>* Wyoming Business Council</b>  <b>Paul Howard</b>  <b>214 West 15<sup>th</sup> Street</b>  <b>Cheyenne, WY 82002-0240</b></p>	<p><b>307-777-2800 or 800-262-3425</b>  <b>www.wyomingbusiness.org</b></p>
<p>* Department of Employment  Denise Hubbard  155 W. Gill  Jackson WY 83001</p>	<p>307-733-0343  wydoe.state.wy.us  Call to register for worker's comp.  &amp; Unemployment</p>
<p>The Department of Revenue &amp; Taxation  Wyoming Sales &amp; Use Tax Division  122 W. 25<sup>th</sup>  Cheyenne, WY 82002</p>	<p>revenue.state.wy.us  Information (307) 777-7961  Revenue (307) 777-5215  Field Rep/Thayne WY (307) 883-2934</p>
<p>Wyoming Uniform Consumer Credit Code  Herschler Building 3<sup>rd</sup> Floor East  Cheyenne, WY 82002</p>	<p>(307) 777-7775  audit.state.wy.us/banking</p>
<p>Workmen's Compensation  122 West 25<sup>th</sup> St. Herschler Building  Department of Employment/Division of Workers  Compensation  Cheyenne, WY 82002</p>	<p>(307) 777-7441  wydoe.state.wy.us</p>
<p>Internal Revenue Service  308 West 21<sup>st</sup> St.  Cheyenne, WY 82002</p>	<p>(800) 829-1040  www.irs.gov</p>
<p>State Labor Department  Herschler Building 2<sup>nd</sup> Floor East Wing  Cheyenne, WY 82002</p>	<p>(307) 777-7262  wydoe.state.dol/us</p>
<p>Secretary of the State  Corporations Division  State Capital  200 West 24<sup>th</sup>  Cheyenne, WY 82002</p>	<p>(307) 777-7311  soswy.state.wy.us</p>