

APPLICATION FOR CITY BUSINESS & OCCUPATIONAL LICENSE 2023

**HOW TO PURCHASE AN EVANSTON CITY BUSINESS LICENSE**

**WHO NEEDS TO PURCHASE A LICENSE:**

- ❖ Planning and Engineering must be contacted for all new businesses, change in ownership or change in location prior to approval for a City Business License. **Planning and Engineering can be contacted at 307-783-6470.**
- ❖ All companies or professions having offices or locations within the City limits and conducting business within the City. If the business has more than one location within the City Limits, a separate license must be purchased for each location.
- ❖ All companies or professions having offices or locations within the City limits, but not conducting business within the City.
- ❖ All companies or professions having offices or locations outside the City limits but conducting business within the City.
- ❖ All sales representatives, city vendors, service representatives, etc., calling on business establishments and residences within the City limits are required to purchase a City Business License. Door-to-Door residential solicitations need to apply for a special Solicitors License.
- ❖ All general contractors and subcontractors are required to purchase licenses. No building permits will be issued, nor inspections conducted for those companies who are not licensed.
- ❖ All electrical contractors are required to hold a State Electrical License. According to the Wyoming State Fire Prevention and Electrical Safety, High Voltage (90 and above) needs to have a Wyoming Master of Record License and Low Voltage (90 and below) requires a Wyoming Journeyman License. Please call 307-777-7991 to verify what type of license you will need.
- ❖ All childcare, daycare, preschool operators are required to hold a State Child Care License per recommendation of the State Offices and a Home Occupation Child Care Permit will need to be obtained from the Planning and Engineering Department to be eligible for a City Business License.
- ❖ Taxicabs or a motor vehicle being used in the transportation of passengers for hire is required to hold a current certificate of insurance including at least a \$750,000 or greater in liability coverage to be eligible for a City Business License.
- ❖ Applications can be emailed to Micki Cox at [mcox@evanstonwy.org](mailto:mcox@evanstonwy.org).



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**FEE INFORMATION**

ORDINANCE 83-84, SECTION 11-4, states that all businesses that are operated for a profit, whether as associations, sole proprietorships, or corporations shall have a tax assessed, levied and collected from each, every year, in the following amounts:

- (1) For Businesses with ONE THROUGH FIVE  
Employees (**including owners/managers**) working within the City limits-----**\$50.00**
- (2) For Businesses with SIX THROUGH FIFTEEN  
Employees (**including owners/managers**) working within the City limits-----**\$75.00**
- (3) For Businesses with SIXTEEN OR MORE  
Employees (**including owners/managers**) working within the City limits-----**\$125.00**

- **No license will be issued unless the application is complete, and the fee is remitted.**
- **Checks are to be made payable to the City of Evanston located at 1200 Main Street, Evanston, WY 82930.**
- **All 2023 licenses expire on February 29, 2024 regardless of when you purchased your license. New Businesses starting September 1st or later, pay only half the fee indicated above for the remainder of the License Year.**

**USEFUL TELEPHONE NUMBERS AND LOCATIONS**

**Wyoming State Sales/Use Tax**  
Rock Springs, WY 307-382-4531  
Cheyenne, WY 307-777-5200

**Social Security Administration**  
800-772-1213

**Wyoming Consumer Health Services**  
Food Inspection for anyone selling, manufacturing, or  
processing food products  
Erica East 307-362-3331  
erica.east@wyo.gov

**Federal Identification Numbers**  
Small Business Packets  
800-829-1040

**Employment Security**  
Evanston Work Force Center  
307-789-9802

**Wyoming Secretary of State**  
Name/Corporation Establishment  
Cheyenne, WY 307-777-7311  
307-777-7378

**Building Permits/Inspections**  
33 Allegiance Circle, Evanston WY  
307-783-6450

**Wyoming Worker's Compensation**  
Rock Springs, 307-382-6775  
Cheyenne, WY 307-777-6763

**State Child Care Licensing**  
Human Services Building  
307-789-2756  
Division of Family Services  
307-877-6670

**Wyoming State Business Permit Coordinator**  
Cheyenne, WY  
Paul Howard 307-777-2843

**Evanston Fire Department**  
307-789-8556/307-789-3013



**City of Evanston**  
 1200 Main Street  
 Evanston, Wyoming 82930  
 (307) 783-6306 Fax (307) 783-6390

**APPLICATION FOR CITY BUSINESS & OCCUPATIONAL LICENSE 2023**

1. Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_
2. Primary Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_
3. Business Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
4. Evanston Business Physical Address (Permanent or Temporary Location): \_\_\_\_\_
5. Owner's Name: \_\_\_\_\_
6. Owner's Address: \_\_\_\_\_
7. Owner's Telephone: \_\_\_\_\_ Email \_\_\_\_\_
8. Manager's Name: \_\_\_\_\_
9. Manager's Address: \_\_\_\_\_
10. Manager's Telephone: \_\_\_\_\_ Email \_\_\_\_\_
11. Description of Company: (Describe Type of Sales or Service) \_\_\_\_\_  
 \_\_\_\_\_
12. **Check** only one: New License  Renewal
13. Number of Employees (**including owners & managers**) working within the City: \_\_\_\_\_
14. Other Location(s) in Evanston: (City Ordinance 11-5 requires a separate license for each location) \_\_\_\_\_  
 \_\_\_\_\_
15. **Check** the type of business structure:  
 Corporation  Partnership  Sole Proprietorship  Limited Liability
16. Wyoming State Sales Tax &/or Use Tax Number: \_\_\_\_\_
17. Is Business located in your Evanston residence? Yes  No   
**If yes, you are operating a Home Occupation and you must complete the back page.**
18. **Signature and Title of Owner, Manager or Agent.**  
**The undersigned, under penalty of perjury, does hereby swear and certify that the above statements are true and correct.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

<i>City use only</i>	
P&E SIGNATURE: _____	DATE: _____
Date Received: _____ check <input type="checkbox"/> cash <input type="checkbox"/> cc <input type="checkbox"/> Receipt # _____	

# HOME OCCUPATION PERMIT

**THIS FORM  
MUST BE**

**COMPLETED EACH YEAR**

**PLEASE READ THE FOLLOWING HOME OCCUPATION REGULATIONS FOR  
THE CITY OF EVANSTON**

ORDINANCE 97-19 Section 24-43:

(a) Home Occupations. Home Occupations are permitted in any residential and agricultural district subject to the following:

- (1) In addition to family members residing in the dwelling unit, only one person may be employed by an On-Site Home Occupation. An Off-Site Home Occupation may employ no more than three persons in addition to family members residing in the dwelling unit.
- (2) There shall be no exterior display, no exterior storage of material, no sign or other exterior indication of the Home Occupation or variation from the residential character of the principal or accessory building.
- (3) No Home Occupation shall emit odor, dust, gas, noise, vibration, smoke, heat, glare, or other environmental influences associated with the Home Occupation.
- (4) Activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m., except for Home Occupation childcare facilities.
- (5) Mechanical equipment associated with the home occupation shall be stored or contained within the dwelling unit or an accessory building. Equipment, including but not limited to, dump trucks, backhoes, semi-trailers, graders, tractors, and other equipment associated with the Home Occupation, that cannot be stored or contained within the dwelling unit or accessory building shall not be permitted.
- (6) Not more than twenty-five percent (25%) of the total area under the roof of the dwelling unit shall be used for any Home Occupation, except for Home Occupation childcare facilities.
- (7) Any parking incidental to the Home Occupation shall be provided on the site and must be improved, provided the street right-of-way may be used for temporary parking by employees of an Off-Site Home Occupation
- (8) Automotive vehicle repair including the assembly or disassembly of vehicle parts, paint and body work, and accessory component installation is not permitted as a Home Occupation.
- (9) A City Business License is required.
- (10) Home Occupations which are conducted in an accessory building or which generate business traffic, other than traffic generated by employees of an Off-Site Home Occupation, must submit an application and filing fee, as specified in the annual Budget Resolution, with the Planning Department and obtain a Conditional Use Permit.

**Briefly describe the details of your Home Occupation:** \_\_\_\_\_

**Does more than half (1/2) of the business activity occur at your home? Yes  No**

**IF YES**, then you are operating an **On-Site Home Occupation** which means a Home Occupation where the primary business activity occurs on the premises at the physical location of the Home Occupation; such a use includes, but is not limited to, offices, beauty salons, telemarketing and similar uses. **Only one person** in addition to family members residing in the home may be employed.

**How many employees (other than family members residing in the home) do you employ?** \_\_\_\_\_

**IF NO**, then you are operating an **Off-Site Home Occupation** which means a Home Occupation where the primary business activity occurs off the premises of the Home Occupation; such a use includes, but is not limited to, mobile services, delivery services and similar uses. **No more than three persons** in addition to family members residing in the home may be employed. **The Planning Department shall annually inspect all Off-Site Home Occupations to ensure compliance.**

**How many employees (other than family member residing in the home) do you employ?** \_\_\_\_\_

**Do you conduct business in an accessory building or generate business traffic? No  Yes** , if yes, you need to apply for a Conditional Use Permit through Planning and Zoning Department before a license will be issued.

**Have you received a Conditional Use Permit? No  Yes** , if yes, on what date? \_\_\_\_\_

**I have read and understand the above Home Occupation regulations. I also understand that failure to abide by these regulations could be reason for the City of Evanston to revoke this Business License.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**