

Business Licensing Guide

STARTING A BUSINESS IN THE CITY OF LEWISTON

Welcome to the City of Lewiston business community. This information guide is intended as a summary of information to assist you through the regulatory process to ensure your business has a positive impact on the community/neighborhood, is safe to occupy, and opens as quickly as possible. This guide is not all-inclusive and any specific questions should be directed to the Business Licensing Coordinator at (208) 746-7363. Clarification and definition can also be found in the Lewiston City Code, Chapter 21.

The licensing of all wholesale, retail and other businesses within the City is necessary for the purpose of protecting and providing services to the citizens and businesses of the City.

“Business or occupation” means all activities, occupations, callings, trades, pursuits or professions located or engaged in, within the City with the object of gain, profit, benefit or advantage. Each business location is considered to be a separate business.

A business license is required when any person is:

- Selling any goods or performing any services;
- Soliciting or offering or holding out goods or services for sale or hire;
- Acquiring or using any vehicle or premises in Lewiston for business purposes;
- Delivering any goods, either at wholesale or retail.

BUSINESS LOCATION HELP

Planning and Zoning

The Planning Services Division will review the land use permitted by the current zone of the property, previous occupancy, the type of proposed business and any proposed tenant improvements and signage. Any exterior changes to buildings located in a historic or design review district may require planning approval. Additional information about zoning can be found in Lewiston City Code, Chapter 37.

If your business will be operated out of your home it is considered a Home Occupation and your application will be reviewed to determine the impact to the neighborhood. Additional information about home occupations can be found in Lewiston City Code, Chapter 37 Article VI.

Building Services

Plans for any new construction, additions, and tenant improvements are required to be submitted to Building Services for review and approval. Any questions regarding new construction, tenant improvements, and the required permits and inspections should be directed to Building Services at (208) 746-1318.

ADDITIONAL LICENSING REQUIREMENTS

The following types of businesses have specific code provisions that should be considered:

Alcohol Licenses: Lewiston City Code, Chapter 6

Taxicab Companies: Lewiston City Code, Chapter 21 Article II

Child Care: Lewiston City Code, Chapter 21 Article III

Pawn Brokers and Secondhand Dealers: Lewiston City Code, Chapter 21 Article IV

Solicitors: Lewiston City Code, Chapter 21 Article V

Tree Pruners: Lewiston City Code, Chapter 21 Article VI

Security Guard and Armored Car Services: Lewiston City Code, Chapter 21 Article VII

Temporary Vendors: Lewiston City Code, Chapter 21 Article VIII



Helpful Contacts

**Register your
business name**

Idaho Secretary of State 208.334.2301
PO Box 83720
Boise ID 83720-0080
www.sos.idaho.gov

Federal taxes

Internal Revenue Service 800.829.1040
Federal Building, Rm 327
550 W Fort Street
Boise ID 83724-0041
www.irs.gov

**State income and
and other taxes**

Idaho Tax Commission 208.799.3491
1118 F Street
Lewiston ID 83501
www.tax.idaho.gov

**Employment taxes,
laws**

Idaho Department of Labor 208.799.5000
1158 Idaho Street
Lewiston ID 83501
www.labor.idaho.gov

**Worker's
Compensation
Insurance**

Idaho Industrial Commission 208.799.5035
1118 F Street
Lewiston ID 83501
www.iic.idaho.gov

**Health
Department**

Public Health Idaho North Central District 208.799.3100
215 10th Street
Lewiston ID 83501
www.idahopublichealth.com

**Small Business Development
Center**

406 Main Street 208.792.2465
Lewiston ID 83501
www.idahosbdc.org

Beautiful Downtown Lewiston

301 Main Street Ste 103 208.790.1178
Lewiston ID 83501
www.beautifuldowntownlewiston.org

Valley Vision

313 D Street Ste 201 208.799.9083
Lewiston ID 83501
www.lewis-clarkvalley.org

**State and Federal
Resources for Businesses**

www.business.idaho.gov



Frequently Asked Questions

Am I required to obtain a business license?

If you conduct business within the City of Lewiston, you are required to obtain a business license. This includes businesses that are located out-of-town, home occupations and event vendors. Certain types of businesses are preempted from licensure (*Lewiston City Code Sec. 21-1*).

Why do I need a business license?

Business licenses are required to ensure compliance with licensing and building code, as well as zoning, fire safety and health regulations. The intent of the regulations is to support safe and healthy development.

Licensing also allows us to accurately count businesses operating within the city limits, improving our knowledge of our business sector and informing policy analysis and development.

What happens after I apply?

The application is reviewed by the Business Licensing Coordinator for completeness and compliance. The application may also be reviewed by the Building Official, Fire Inspector, Environmental Services and the Idaho Public Health Department. Inspections of the property may also be required if clients will be entering your place of business.

Once all requirements have successfully been met and all approvals are in place, the license will be issued and will be good for one year from the date of issuance. Unless cancelled, you will receive a renewal statement annually.

How long will it take before I get my business license?

It generally takes up to 15 business days for the issuance of a business license if complete and accurate information is provided. For licenses that require fingerprinting or criminal history checks, the time frame is 3-6 weeks.

How much does a business license cost?

For a new commercial or home occupation business located in the City of Lewiston, the business license fee is \$1 for the first year. For all other commercial, home occupation, and out-of-town businesses, the fee is dependent upon the number of employees and will range from \$90 to \$342.

For specialty licenses, temporary vendor licenses, and event licenses please refer to the Business License Fee Schedule.

What happens if I change locations or sell the business?

A change of location or ownership will require a new application and license fee.

