

PERMIT/LICENSE TIPS

The City Clerk handles the following: (contact at 455-4656)

1. Alcohol beverage businesses licensing
2. Alcohol catering events licensing
3. Pawn shops licensing
4. Security guards licensing
5. Taxi cabs licensing
6. Fireworks permitting
7. Peddlers/door-to-door salesman licensing
8. Tree trimmers licensing

The Planning and Zoning Department handles the following: (contact at 455-3021)

1. Certificate of Completion issuance and application processing (for Changes in Land Use that don't involve a building – such as a parking lot, a lot being used for wrecked automobile storage, etc. – but still need to be reviewed by P&Z, Fire and/or Engineering for requirements)
2. Certificate of Home Occupation issuance and application processing (required for all home occupations)
3. Temporary Use/Transient Merchant applications and processing – license issued by City Clerk
4. Processing of all applications for:
 - a. Rezones
 - b. Annexations
 - c. Special Use Permits
 - d. Preliminary and Final Plats
 - e. Landscaping Plans
 - f. Variances

The Building Department handles the following: (contact at 455-4657)

1. Building permit applications
2. Change Of Use applications where a building is involved
3. Change of Occupant applications
4. Change of Occupancy applications
5. Sign permit applications (although sign placement, sizing, etc. is handled by P&Z)
6. Fence permits, if applicable (although fencing regulations are handled by P&Z)