



Setting Up Shop

New Business Information Form

Planning & Neighborhood Development Dept.

1. (Proposed) Business Name _____
2. Proposed Address (If Known) _____
3. Applicant Name _____
4. Applicant Phone Number _____
5. Applicant Email Address _____
6. Applicant Mailing Address _____
7. You Are: Opening New Business Expanding Existing Business Moving To New Location
8. Location of Existing Business if Applicable _____
9. Type of Business Proposed _____
10. Do you store hazardous materials? Yes No
11. Material List _____
12. Estimated Peak Time Employees _____
13. Estimated Peak Time Parking Spaces Needed _____
14. Please compose a detailed description of your (proposed) business including all products and services that will be sold/provided. Please assist us by including as much detail as possible, as the small business liaison will use this information to assist you with a step by step process to opening, expanding, or moving your business. This information may be provided on a separate sheet and other business/site defining documents are also welcome.