



City of Tontitown
201 East Henri de Tonti Blvd
Post Office Box 305
Tontitown, AR 72770
Phone (479) 361-2700
"A Little Town, A Lot of Tradition"
adminasst@tontitownar.gov

August 15, 2017

Councilmen:

Regarding the discussion of the business license penalties, I would like to offer some information so that you are all aware of the process that I take when it is time for all businesses to renew their licenses.

1. All listed businesses receive notice in April that their business license will expire on June 30th. Along with this notice is the renewal form that they are to fill out and return with their check.
2. We place a reminder regarding business license renewals on the marquee/LED sign for at least 3 weeks prior to June.
3. During the month of June, I make calls to all of the businesses that have yet to pay reminding them of the expiration of their license.
4. At the end of June, businesses that have failed to send in their renewals are sent a Late Renewal Notification the first week in July. This gives each business additional time (see letter) before the late penalties are actually enforced.
5. Once the extension date has passed, I notify our Code Enforcement Officer, Brett Freeland, of those businesses that have not complied and ask him to go by these businesses and alert them that they are not in compliance and are now subject to the penalties.
6. In the first week of August, once again, I call those businesses that Office Freeland was not able to contact and tell them one last time that they are not in compliance and they risk the closure of their business if they do not renew their license.

As of today's date, I have 4 businesses that are non-compliant. They are as follows: Enterprise Masonry, LLC, Lafayette Garage, Look What I Found and Pianalto Construction. It is quite possible that Enterprise Masonry and Pianalto Construction are no longer in business, however, Lafayette Garage and Look What I Found certainly are. Neither has responded to my phone calls or mailings. They **are** aware they are non-compliant. The doubling of their license fee has not been incentive enough to get them to pay. I strongly urge that the Councilmembers consider the implementation of the additional penalty to procure the fees.

Sincerely,
Lori Bolen
Administrative Assistant to the Mayor



City of Tontitown
Post Office Box 305
201 East Henri de Tonti Blvd
Tontitown, AR 72770
PH# 479-361-2700
"A Little Town, A Lot of Tradition"
E-Mail: adminasst@tontitownar.gov

April 28, 2017

Dear Business Customer,

It is that time of year again to renew your City of Tontitown business license! Enclosed please find a Business License Renewal form that we are asking that you use to update your business information prior to our issuing new licenses for the 2017-2018 year. We understand that your company situation may have changed and we need to know if you have reduced or added to your workforce or changed billing or contact information. With this form you will be able to calculate your fees as well. All fees are due by June 30th, 2017. There are penalties that incur for late payments.

Please return this form along with your payment to the PO Box address above before May 25th. Once we have this information and we receive your payment then we can issue you your new business license.

Additionally, we ask that you please take a moment to check your Sales Tax remittance forms to insure that the city codes reads 72-11. This is the code for Tontitown and using it insures that your tax dollars remain in Tontitown.

If you have any questions please feel free to call me.

Thank you in advance for your compliance!

Respectively,

Lori Bolen
City of Tontitown
Administrative Assistant to the Mayor
adminasst@tontitown.com



Applicant Name: _____ Date: _____

Business Name: _____

Business Type: _____ Owner Name(s): _____

Business Telephone: _____ Email Address: _____

All Names Used in Business: _____

Arkansas Tax ID: _____ Federal Tax ID: _____

Principle Business Address: _____

City: _____ State: _____ Zip Code: _____

Building Annexes or Related Buildings? Yes ___ No ___ If Yes, How Many? _____

Primary Annex Address: _____

City: _____ State: _____ Zip Code: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Does Business Store and/or Use Flammable, Hazardous, Explosive Materials: Yes ___ No ___
If Yes, Provide Material Type(s): _____

LICENSE FEES:

IMPORTANT: Calculate Your License Fee Amount, then remit your payment along
with this form, to
PO Box 305, Tontitown AR 72770

Base License Fee: **Businesses: \$50.00**
**(Plus \$5.00 for each employee or owner working 25 hours
or more per week.)**

Tax Exempt Church: \$5.00

Base License Fee: _____

Employee(s) _____ x \$5.00 = Additional Fee: _____

Total Business License Fee Due: _____

“By my signature, I certify the above information and the number of employees, for which the base fee is applied, is true and correct.”

Business Owner/Representative Signature: _____ Date: _____

Approved by: _____ Date: _____



City of Tontitown

Business License Late Renewal Notification

Attention Tontitown Business Owner:

This letter serves as notification that your annual business license has expired as of **June 30th**.

Enclosed please find your Business License Renewal form. Please fill this out and send with your payment no later than **July 26**, or late fees will incur.

You can send your payment by mail to: **P.O. Box 305, Tontitown, AR 72770**

Business License payments received after **July 26** will incur additional fees as stated in Code Section 110.99 found at the following link and shown below:

[http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexibusinessregulations/chapter110generallicensingprovisions?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown_ar\\$sanc=JD_110.99](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexibusinessregulations/chapter110generallicensingprovisions?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$sanc=JD_110.99)

§ 110.99 PENALTY.

- (A) *Any person or entity violating any provision of this chapter, upon conviction, shall be fined a sum of not less than the amount of the license fee provided for, nor more than double such amount for each offense. Each day of violation shall constitute a separate and distinct offense.*
- (B) *Provided, however, that any person or entity who continues to operate or conduct its business without the required license after having said license revoked or suspended, or after service of a Notice to Cease and Desist, upon conviction, shall be fined not less than \$500 and not more than \$1,000 for each offense, with each day of violation constituting a separate and distinct offense.*

Thank you for your prompt attention to this matter.

If your business is no longer located in Tontitown, and you have received this notice in error, please notify us at the phone number or e-mail address provided below. Should you have additional questions or concerns regarding your license renewal, please do not hesitate to contact us 479-361-2700 or at adminasst@tontitownar.gov.

We appreciate you choosing to do business in the City of Tontitown.

Sincerely,

Lori Bolen
City of Tontitown
(479) 361-2700
Administrative Assistant

Physical Address: 201 East Henri de Tonti Boulevard, Springdale, Arkansas 72762

Mailing Address: P. O. Box 305, Tontitown, Arkansas 72770

Phone: 479-361-2700 **Email:** adminasst@tontitownar.gov