

PROCEDURE FOR A
BUSINESS REGULATION CERTIFICATE APPLICATION

1. Have a location chosen for the business.
2. Set up an appointment with the Mayor regarding the business.
3. The application must be filled in entirely, (square footage of business area, size of parking lot and spaces, owner's name, address, phone #, manager's information, etc.)
4. The application will be brought up before the Board of Trustees Meeting for approval. The Mayor will ask you to attend the board meeting to answer any questions the board may have, regarding your business.
5. The Board meets the 1st and 3rd Mondays of each month at 7:30 p.m. (If Monday is a holiday, the Board meets on the following Tuesday)
6. A fee is assessed, based upon square footage used. Additional fees are assessed for special categories, i.e., Beauty shops, Barbershops, Restaurants, etc.
7. If applicable, copy of the certification from the state that allows you to operate the business. (Doctor, dentist, Health Care Facility, Financial Co., Insurance Co., Barber, Beautician, Restaurant, etc.
8. If applicable, speak to your attorney about having him draw up a letter that the lease is contingent upon the fact that our Board of Trustees approves your application.
9. Sec. VI. Do not sign until you are in front of a Notary. We have a Notary in this office, at no charge.