

BUSINESS/ PRIVILEGE LICENSE



4.04.01 License required. *It shall be unlawful for any person who lives in or lives outside of the corporate limits of the city of Jonesboro, Arkansas, and/or who has a business, occupation, vocation, profession, trade or calling in or outside of the corporate limits of the city of Jonesboro, Arkansas, and who engages in, carries on or conducts said business, occupation, vocation, profession, trade or calling within the corporate limits of the city of Jonesboro, Arkansas, for which a license is required by this chapter without having first paid the privilege tax and procured a license therefore from the city collector.*



Business /Privilege /Occupational License

Title 4: Jonesboro Code of Ordinances

4.04.01 License required. It shall be unlawful for any person who lives in or lives outside of the corporate limits of the city of Jonesboro, Arkansas, and/or who has a business, occupation, vocation, profession, trade or calling in or outside of the corporate limits of the city of Jonesboro, Arkansas, and who engages in, carries on or conducts said business, occupation, vocation, profession, trade or calling within the corporate limits of the city of Jonesboro, Arkansas, for which a license is required by this chapter without having first paid the privilege tax and procured a license therefore from the city collector. This section shall not apply to those persons who have a current privilege tax from some other city in the state of Arkansas, unless such person is maintains a place of business in the city of Jonesboro. (Ord. No. 1468, Sec. 1.)

No city license shall be issued to any person or entity engaging in the business of a used auto dealer unless the same has procured a state license as provided by A.C.A. 23-112-601. (Ord. No. 2291, Sec. 1.)

4.04.02 Term of license All annual licenses prescribed and annual occupation taxes shall be due and payable on the first day of January of each year, and shall be paid to the City Collector, and the City Collector shall issue a receipt for the proper amount of money received, and shall issue the proper license therefore upon the payment of such sum of money and such license shall be good and valid for the year so paid; provided that any business, occupation, vocation, profession or calling begun within the calendar year shall be pro-rated by the number of months left in the calendar year and shall be charged an annual license fee based upon the number of calendar months left in the year.

All persons failing, neglecting or refusing to pay their licenses or occupation tax within forty-five (45) days from the date the same becomes due shall be subject to penalties as follows:

- A. If paid between forty-five (45) days and seventy-five (75) days from due date, ten percent (10%) of the amount of tax due.
- B. If paid between seventy-five (75) days and one hundred thirty-five (135) days from due date, twenty percent (20%) of the amount due.
- C. If not paid within one hundred thirty-five (135) days from the date due, forty percent (40%) of the amount of tax due.

Such penalties shall be in addition to any fines which may be levied as a result of the violation of this ordinance. The City Collector shall publish, in a local newspaper of general city-wide circulation, a list of all persons failing, neglecting, or refusing to pay their license or occupation tax. Said list of delinquencies shall be published by the City Collector on or before the first day of July of each year. (Ord. No. 1664, Sec. 1.)

4.04.03 Engaging in more than one business. Where any person engaged in any business which includes separate kinds of business which might be required to pay an occupation tax under this chapter and the business is operated under one roof as a single line of business, the operator of such business shall be required to pay the highest license fee or occupation tax of said separate business, provided, however, where two (2) or more separate and distinct businesses are operated under the same roof, each business shall be required to pay a license fee and occupation tax as provided herein, except where it is specifically provided herein that certain kinds of businesses or callings shall include more than one calling or business. (Ord. No. 757, Sec. 17.)

4.04.04 Posting of license Each license shall be posted in a conspicuous place where such business or occupation is carried on or the holder of such license shall upon demand show the same to the City Collector or any police officer. (Ord. No. 757, Sec. 8, 7-28-47)

4.04.05 Doing business without license. The amount of any license imposed by this chapter shall be deemed as a debt due the city, and in addition to the penal remedies and punishments herein prescribed, any person commencing, engaging in or carrying on any trade, business, occupation, vocation, calling or profession without first having obtained a license to do so, shall be liable to an action in the name of the city in any court of competent jurisdiction for the amount of license by this chapter imposed on such trade, business, occupation, vocation, calling or profession. (Ord. No. 757, Sec. 15.)

For Fee Schedule and full business license regulations visit the City of Jonesboro website (www.jonesboro.org), City Records section or copy paste the following link:
<http://records.jonesboro.org/AddInfo/CodeOrd.aspx> (click on Title 4).

Home Occupations

Title 14: Jonesboro Code of Ordinances

14.28.03 Residential Accessory Uses

Nonresidential Uses

(b) Home Occupations Permitted. A home occupation shall be allowed as an accessory use in residential districts subject to compliance with the following requirements, which are intended to balance protection of residential character with enabling residents to work from home:

- (1) The home office or business is clearly secondary to the use of the dwelling as a residence and does not change the residential character or appearance of the dwelling or lot in any visible manner; provided a nameplate sign, as described above shall be permitted.
- (2) The work done in the home office or business creates no objectionable odor, noticeable vibration, or offensive noise that increases a level of ambient sound at the property lines.
- (3) The home office or business does not involve the external display of goods or services, and does not cause unsightly conditions or waste visible from off the property.
- (4) The home office or business does not cause interference with radio or television reception in the vicinity.
- (5) Permitted home occupations shall not include the employment of any persons not residing on the premises in the performance of the occupation.
- (6) The home office or business sells no articles on the premises which are not produced on the premises.
- (7) A home occupation shall be carried on wholly within the principle residential structure. No home occupations shall be allowed in accessory buildings or garages.

- (8) The home office or business occupies no more than twenty-five percent (25%) of the total floor area of the residence.
- (9) There shall be no external alteration of the dwelling, nor storage of supplies or equipment outside.
- (10) Not more than one (1) truck of not more three-fourths ton capacity, and no semi-trailers, incidental to the home occupation, shall be kept on the premises.
- (11) Customers may visit the site only during the hours of 8 am to 8 pm, and no more than six (6) customers or clients may visit the site in any single day.
- (12) Parking to serve a home occupation shall be provided off-street, and no such parking shall be permitted in a required setback, other than in a driveway. In no event shall yard areas be converted to off-street parking to serve a home occupation.

(c) Home Occupations Prohibited. Prohibited home occupations include, but as not limited to the following:

- (1) Barber and beauty shops.
- (2) Dispatch centers, where employees come to the site to be dispatched to other locations.
- (3) Commercial stables, kennels, and animal boarding and care facilities.
- (4) Assembly or repair of large appliances.
- (5) Repair or assembly of vehicles or equipment with internal combustion engines, or any other work related to motor vehicles and their parts.

(d) Garage Sales. Garage sales, also commonly called rummage or yard sales, are permitted as accessory uses provided they meet the following requirements:

- (1) Each such sale shall be registered in writing or by telephone with the Planning and Inspection Department.
- (2) Each property address and/or person shall be limited to no more than four (4) such sales per year.
- (3) Sales shall not last longer than two (2) consecutive days.
- (4) Sales are conducted on the owner's property. Multiple family sales are permitted if they are held on the property of one of the participants.
- (5) No goods purchased for resale may be offered for sale.
- (6) No consignment goods may be offered for sale.
- (7) Directional and advertising signs, not larger than four (4) square feet, shall be free-standing; that is, they shall not be placed on traffic or official signs, utility poles or trees; and shall be removed promptly after completion of the sale.

Commercial District Accessory Uses

14.28.04 Nonresidential Accessory Uses. Nonresidential accessory uses are allowed only in association with allowed, nonresidential principal uses and shall include, but not be limited to the accessory uses, activities, facilities and structures enumerated below. Such uses shall not be permitted if such would cause or increase parking nonconformity for the principal use. Such use may also necessitate additional required parking because of its own nature or character. Accessory uses shall not occupy required parking areas, or off-street parking areas (spaces or isles) approved as part of a site plan.

- (a) Cafeterias, dining halls and similar food services when operated primarily for the convenience of employees, residents, clients, or visitors to the principal use;
- (b) Dwelling units, other than mobile homes, when used or intended to be used for security or maintenance personnel;
- (c) Guard houses, gates, fences and walls;
- (d) Offices for allowed business and industrial uses when the office is located on the same site as the principal use;
- (e) Parking garages, and off-street parking and loading facilities;
- (f) Radio and television receiving antennas;
- (g) Restaurants, newsstands, gift shops, swimming pools, tennis courts, club and lounges when in a permitted hotel, motel or office building;
- (i) Sale of goods produced as a part of allowed industrial activities when on the same site as the principal industrial use;
- (j) The storage of merchandise when located within the same building as the principal business;
- (k) On-premise commercial, bulletin, nameplate, and real estate signs, provided such are non-flashing.
- (l) Other necessary and customary uses determined to be appropriate, incidental and subordinate to the principal use on the lot.



CITY OF JONESBORO
PRIVILEGE LICENSE APPLICATION

DATE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO.: _____

2ND TELEPHONE NO.: _____

FAX # _____

NAME OF OWNER: _____

SALES TAX ID NO.: _____

TYPE OF BUSINESS: _____

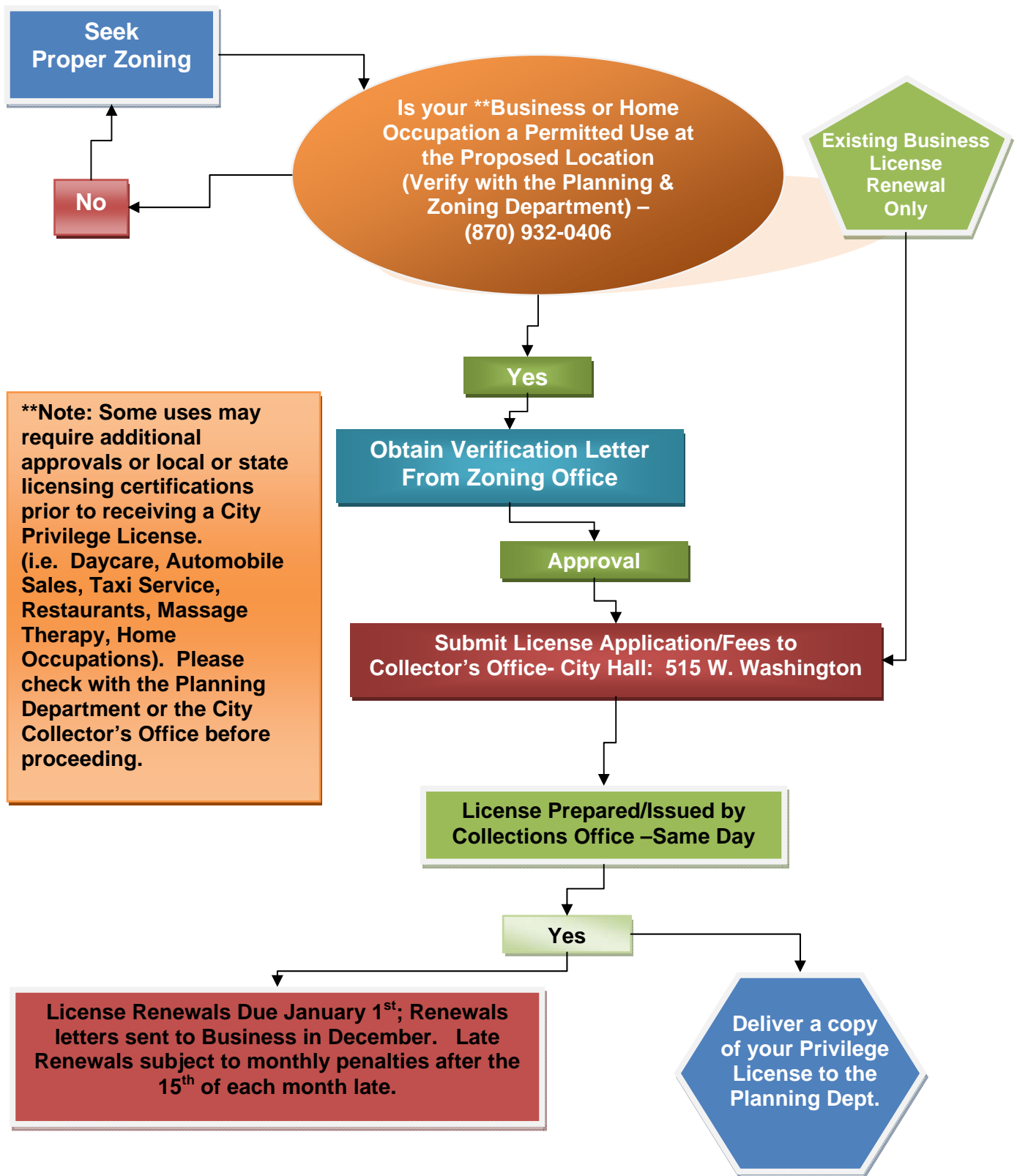
INVENTORY AMOUNT: * _____

Retail stores only

.005 X first \$20,000 .004 X next \$10,000 .002 X Balance (add together)

*If the business is opening after April 1, divide by 12 and multiply by number of months the business will be open in the current calendar year

Home Occupation/ Business/Privilege License



****Note: Some uses may require additional approvals or local or state licensing certifications prior to receiving a City Privilege License. (i.e. Daycare, Automobile Sales, Taxi Service, Restaurants, Massage Therapy, Home Occupations). Please check with the Planning Department or the City Collector's Office before proceeding.**





**CITY OF JONESBORO
HOME OCCUPATION PERMIT**

Case Number _____ Current Zoning _____
Date Submitted _____ Current Use _____

OWNER/APPLICANT INFORMATION

Applicant _____
Address _____
Phone _____
Signature _____

Is State or local licensing required? If so, please attach a copy of the license to this application.

REQUESTED HOME OCCUPATION USE

Describe the proposed use, explain why it is appropriate for this location, and describe any precautions to be taken to minimize adverse impacts on neighboring properties.

CONDITIONS OF APPROVAL OF HOME OCCUPATION

By signing below, you are confirming that:

- You were given a copy of Zoning Ordinance Section 14.28.03(b & c) – “Home Occupation Permitted”
- You have read and understand the requirements of Section 14.28.03 (b & c) as they relate to your home occupation business
- You agree to operate your home occupation business in a manner that will comply with all requirements of Section 14.28.03(b & c)
- You understand that failure to operate your business in a manner that complies with Section 14.28.03 (b & c) will result in the revocation of your business license
- **YOU MUST PROVIDE A COPY OF YOUR BUSINESS LICENSE UPON RECEIPT TO OUR OFFICE**

Signature of Applicant

Date

PLANNING DEPARTMENT APPROVAL

Signature of Planner

Date