OFFICE USE ONLY

Total Due for License $50.00

BUSINESS NUMBER:_____
LICENSE NUMBER: _____
DATE:_____

NEW BUSINESS LICENSE APPLICATION
CITY OF FARMINGTON

P.O. Box 150, Farmington, AR 72730

Dear Business Owner:

Please complete the following information to apply for a business license. All commercial businesses must be inspected by the City Building Inspector and the Fire Chief. Once your business has passed both inspections, your application will be forwarded to the City Business Manager for review.

Business Name:_____
Location Address:_____
City_____State_____Zip_____

Owners Name:_____

Mailing Address:_____
City_____State_____Zip_____

Business Phone:_____(local number)

Email: _____

State Sales Tax #:_____

Information for Police and Fire Dept.

Emergency Contact:_____

Emergency Phone:_____

***Business owners please plan for at least two weeks for inspections to be completed before opening of your business.**

Inspection Sign off:

Building Official Rick Bramall _____

Fire Chief Bill Hellard _____

_____

Signature of Applicant

_____ _____

Signature of City Business Manager **Date**

Farmington Police Department
After-Hour Contact Information

The following information could be beneficial to the Farmington Police Department in the event of an emergency at your business, such as a burglary, fire, or vandalism. Please complete this form and return it to City Hall.

If you have any questions or need assistance completing the form please call 479-267-3411.

Business Name: _____

Address: _____

Mailing Address: _____

Business Phone #: _____

Email Address #: _____

Manager/Owner: _____ Primary Contact (Yes) (No)

Home Address: _____

Phone #: _____ Cell Phone #: _____

Business Property Leased? (Yes) (No)

Property Owner: _____

Address: _____

Phone #: _____ Cell Phone#: _____

In addition to the manager, please list at least two other employees or persons whom we can contact in the event of an emergency. The persons listed should have access (keys) to the building and the alarm system (alarm reset code). Please list the contact persons in the order you would like them contacted.

(1) Name: _____

Home Phone#: _____ Cell Phone #: _____

(2) Name: _____

Home Phone#: _____ Cell Phone #: _____

(3) Name: _____

Home Phone#: _____ Cell Phone #: _____

ESSENTIAL FIRE SAFETY CHECKLIST FOR YOUR BUSINESS

The Farmington Fire Department would like to bring to your attention some of the fire and life Safety requirements you may need to comply with for occupancy of your new or existing business. To avoid delays in the approval of your business license, we have provided this compliance list and tips.

- **If renovations are being done, let the fire department and city building official know prior to starting. This will ensure renovations meet the codes and save you from having to redo work.**
- **Once you are ready to open for business, call the fire department and city building official for your business license inspection. We will not give approval to spaces that are not complete.**
- **Allow time between the inspection and your planned opening. This gives you time to correct any issues found and schedule a follow up inspection.**

1. Fire extinguishers shall be installed as follows:
   (a) One (5lb) extinguisher, classification of 2A10BC minimum, for every 75ft.
   (b) Extinguisher(s) shall be located in a conspicuous location where they will be readily accessible, mounted upright between 36-60 inches above floor at the point(s) of egress.
   (c) Serviced annually with current service tag attached. Fire extinguishers from a home improvement store are not tagged and do not meet the code.
2. Fire protection systems shall have current service identification as follows:
   (a) Sprinkler systems inspected every year.
   (b) Hood and duct systems for cooking equipment cleaned serviced per fire code.
3. Exit signs and emergency lighting must be in working order.
4. Exits and exit discharges shall be continuously maintained and free from obstructions.
5. If you have a door with a locking mechanism and there should be a conditional sign stating the door must remain unlocked when the business is occupied.
6. Extension cords and flexible cords shall not be used as a substitute for permanent wiring. Multi-plug adapters, such as surge protectors, must comply with the Electrical Code.
7. Storage may not come within 18 inches of any sprinkler head or within 24 inches of the ceiling in un-sprinklered buildings.
8. No storage within 36 inches of water heaters, heaters, or electrical panels. No curtains or coverings over an electrical panel are allowed.
9. No open penetrations in the walls or ceilings.
10. Other codes and regulations may be applicable.

Questions or additional information, please call the Farmington Fire Department 479-267-3338