

City of Cotter

Occupational License Information

Application Date: _____

Applicant/Business Owner Name: _____

Mailing Address of Business Owner: _____

City State Zip Code

Telephone Number of Business Owner: _ (____) _____

Name of Business: _____

Type of Business: _____

Number of Employees: _____

Business Physical Address:
(if different than above) _____

City State Zip Code

Business Mailing Address:
(if different than Business Address) _____

City State Zip Code

Telephone Number of Business: _ (____) _____

E-Mail Address: _____

Is your business required to collect Arkansas City and State sales tax? Yes _____ or No _____

If Yes, please provide a copy of your Arkansas State Sales and Use Tax Permit with application.

Office Use Only:

Amount of License \$ _____ Rcpt. No. _____ Date Rcvd. _____

Occupational License No. _____ Tax Permit on File: _____ Date Issued: _____

A separate information sheet should be filled out for each business owned.

**CITY OF COTTER, ARKANSAS OCCUPATIONAL LICENSE
ORDINANCE NO. 2011-04**

Section 1.

That any person, firm or corporation engaged on the 1st day of July of any year in any trade, business, profession, vocation, occupation, or calling, shall procure from the City of Cotter, an occupation license which shall be for a period of one (1) year beginning on the 1st day of July and expiring on the last day of June the following year. Any such license which is not procured by the 1st day of August shall be subject to a penalty of 20% in addition to original cost. Any person, firm or corporation that fails to procure a license by the 1st day of September of the licensing year, will be fined not less than fifteen dollars (\$15.00) and not more than fifty dollars (\$50.00) and each and every day of such violation shall be considered a separate offense.

Section 2.

On the date, or within one month thereafter, on which any person, firm or corporation commences to engage, in any trade, business, profession, vocation, occupation, or calling within the City of Cotter, an occupation license must be applied for. This license shall expire on June 30th following year. The said license shall be subject to a reduction of twenty-five percent (25%) for each three (3) months period preceding the next July due date. If the said license is not procured in thirty (30) days from commencement of work, a fine of not less than fifteen dollars (\$15.00) and not more than fifty dollars (\$50.00) will be levied and each day of such violation will be considered a separate violation.

Section 3.

The occupational license fees shall be based on the number of employees working for a person, firm or corporation. Following is list of occupation license fee costs:

1-2	Employees = \$25.00	3-5	Employees = \$50.00
6-10	Employees = \$75.00	11-15	Employees = \$100.00
16-20	Employees = \$125.00	21+	Employees = \$150.00

Section 4.

Any person, firm or corporation engaged in more than one trade, business, profession, vocation, occupation, or calling shall pay the license fee for the one with the highest number of employees.

Section 5.

Any person, firm or corporation without a home base in the City of Cotter who wishes to do business in the City of Cotter may do so if they have an occupational license from any municipality in the *State of Arkansas*. If they do not, they must purchase a license from the City of Cotter before beginning work.

Occupational License Renewal Tips:

1. If you have a current Business License from another city in Arkansas, there is no charge for Cotter's Occupation Permit. However, you do need to fill out the information sheet and send it back with a copy of your current license from another city.
2. If you own more than one business in Cotter, you only need to pay for one occupation license – the one that employs the most people. However, you do need to fill out an information sheet for all businesses and return them.
3. If you open a business and change the footprint of the building (tear down walls, add walls, add plumbing, electricity, or add rooms), your business must be inspected by the Cotter Building Inspector and pass before the City will issue an Occupation Permit.

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