



CITY OF DOVER – OFFICE OF CITY CLERK

699 Lakeshore Avenue, P.O. Box 115, Dover, Idaho 83825
 (208) 265-8339 <https://cityofdover.id.gov/>

DOVER BUSINESS REGISTRATION CERTIFICATE 2023 APPLICATION & RENEWAL FORM

Business name:					
Business owner:					
Business street address:					
Business mailing address:		City:	State:	Zip code:	
Telephone:	Business:	Cell:	Fax:		
E-mail:					
Describe type of business:					
# of employees:		# of customer/business visits per day:		General business hours:	
Year business established:		Zoning:	Special Use Permit #:		
EMERGENCY SERVICE INFORMATION:					
After-hour contact information:		Name:	Phone numbers:		
Alarm system? <input type="checkbox"/> YES <input type="checkbox"/> NO		Type of alarm system: <input type="radio"/> Security <input checked="" type="radio"/> Fire <input type="radio"/> Other: _____			
Security company:		Name:	Phone number:		
Building owner:		Name:	Phone number:		
Are hazardous material stored in building or on premises: <input type="radio"/> YES <input type="radio"/> NO					
If hazardous materials are on premise, please attach list detailing type of materials, quantities and location.					
Are deliveries related to the business operation made to the site: <input type="radio"/> YES <input type="radio"/> NO					

The Business Registration Certificate is governed by Dover City Code Title 3, Chapter 1. The certificates are required to be obtained annually for any business or occupation any trade, activity, or pursuit conducted or engaged for profit, including wholesale or retail businesses, personal services and professions, short-term rentals, special event sales, home occupations in all situations where vendors, suppliers, customers, clients, or members of the public visit or frequent the premises where the business or occupation is conducted. The registration does not relieve the business owner of the need to comply with any local, state, or federal requirements.

The certificate shall be displayed in a prominent location on the business premises.

Dover’s Business Registration Certificate shall be renewed by January 1st of any given year. The certificate is valid for one year only. The business and premises for which the application is made shall not be in violation of any zoning regulations. (Section 3-1-5A, DCC.) Please contact the city clerk if you have any questions.

FOR OFFICE USE ONLY			
Date Received: BR10 _____	Zoning Approval:	City Administrative Approval:	Expiration date:
<i>Check #</i> _____	<i>Initials:</i> <i>Date:</i>	<i>Initials:</i> <i>Date:</i>	12/31/2023
Comments:			