

1 Chapter 25, Article VII- General Business Registration.

2 Sec. 25-151 - Purpose.

3 In order to promote the safety and well-being of all City  
4 residents, as well as City businesses and their patrons, and to  
5 aid the efforts of law enforcement, fire personnel, and other first  
6 responders in the event of an emergency, all entities conducting  
7 business activities in the City must register with the City and  
8 provide all required information as set forth in the application  
9 for general business registration.

10 Sec. 25-152 - Definitions.

11 As used in this Article VII:

12 A. *Business* means any commercial, charitable, religious or  
13 industrial enterprise, to include all kinds of vocations,  
14 occupations, establishments, retail and non-retail stores, and  
15 other kinds of activities and matters, whether or not conducted  
16 for profit or benefit.

17 B. *Business Registration Certificate* means the certificate  
18 issued upon registration with the City pursuant to this Article.

19 C. *Conducting Business Activities* means the carrying on of  
20 any of business, religious or non-profit endeavor at one or more  
21 fixed premises within the City.

22 D. *Entity* means as any business, individual, partnership,  
23 corporation, joint venture, society, association, club, trust,  
24 religious institution, or any officers, agents, employees, or any

1 kind of personal representative, acting in any capacity, within  
2 the City.

3 E. *Premises* mean the real property and/or building  
4 constituting the physical address, location, or place of business  
5 for which the applicant is seeking a general business registration.

6 F. *Qualifying License or Registration* means a license or  
7 registration required or issued by the City that requires as part  
8 of its initial application and annual renewal process that the  
9 licensee or applicant submit the information required under  
10 Section 25-157.

11 G. *Registration Administrator* means the Chief Development  
12 Services Officer of the City and his or her designees.  
13 Sec. 25-153 - Registration Required.

14 A. All entities conducting business activities, which are  
15 not otherwise required to be licensed under Chapter 6 of this Code  
16 or holding a current Qualifying License or Registration issued by  
17 the City, must register on an annual basis by completing the  
18 required application and submitting all necessary documentation to  
19 the City.

20 B. An entity required to register under this Article shall  
21 submit a separate registration for each premises where it is  
22 conducting business activity.

23 Sec. 25-154 - Exemptions. The following entities are exempt from  
24 the requirements of this Article:

1           A.     An entity possessing a valid and current license issued  
2 by the City under Chapter 6 of this Code;

3           B.     An entity that operates out of the primary residence of  
4 the person responsible for registration; or

5           C.     An entity possessing or maintaining a current Qualifying  
6 License or Registration issued by the City.

7 Sec. 25-155 - Registration Procedure.

8     a.     On or before January 2<sup>nd</sup> of each year, or the first business  
9 day thereafter, all applications for general business registration  
10 must be completed in full, which shall indicate whether the  
11 application is for a new registration or renewal of an existing  
12 registration.

13     b.     The Registration Administrator, in his or her discretion, may  
14 amend the deadline for registration in 2020 and annually  
15 thereafter.

16 Sec. 25-156 - Fees.

17           Unless otherwise set by resolution, there shall be no fee for  
18 the registration required by this Article.

19 Sec. 25-157 - Content of Application.

20           An application for general business registration shall be  
21 made in writing to the City on a form prescribed by the City. Each  
22 application shall include, but is not limited to, the following  
23 information:

24           A.     The name, residential address, electronic mail address,

1 and phone number of the applicant, who shall be the principal owner  
2 or registered agent of the entity;

3 B. The name of the entity and the address(es) of permanent  
4 location or place of business, or if there is no permanent address,  
5 then the address of the permanent place or location most closely  
6 involved with the business activity covered by the application;

7 C. The telephone number(s) for the entity;

8 D. A description of the nature of the business activities  
9 conducted at the registered premises and whether the registered  
10 premises are open to the public;

11 E. Days and hours of operation;

12 F. The approximate number of persons (employees and  
13 visitors) typically present on the registered premises during  
14 regular hours;

15 G. The number of stories or levels of the registered  
16 premises;

17 H. The square footage of the registered premises;

18 I. The number and location of all entrances/exits to the  
19 registered premises and whether they are numbered;

20 J. Whether any floor plans, blueprints, drawings, or other  
21 renderings exist for the registered premises;

22 K. Whether there is a security system or alarm in place at  
23 the registered premises and the location(s) of same;

24 L. Whether there is fire suppression system in place at the

1 registered premises and the location(s) of same;

2 M. The name(s), phone number(s), and electronic mail  
3 address(s) of an emergency contact person, whom preferably  
4 possesses a key or other access to the registered premises;

5 N. Whether there are security cameras located in the  
6 interior or exterior of the registered premises, and the  
7 location(s) of same;

8 O. Whether the carrying of concealed firearms is prohibited  
9 on the registered premises;

10 P. Whether any toxic or hazardous substance or material is  
11 present at registered premises, and the location(s) of same;

12 Q. Whether there is on-site security personnel present at  
13 the registered premises, and if so, the name, address, and contact  
14 information for said security company or provider; and

15 R. Whether there is parking at the registered premises, and  
16 whether the parking facilities are readily accessible to the  
17 public.

18 S. Whether the entity qualifies as a minority, women, or  
19 veteran-owned business.

20 Sec. 25-158 - Confirmation of Registration; Issuance of Business  
21 Registration Certificate.

22 A. The Registration Administrator shall review a completed  
23 application and notify the applicant within thirty (30) days of  
24 any deficiencies or additional information required. The

1 Registration Administrator shall confirm applications that meet  
2 the requirements of this Article, and shall cause a general  
3 Business Registration Certificate to issue to the applicant.

4 B. The Certificate shall state the name and address of the  
5 entity, as well as the effective date of registration and renewal  
6 date. The Certificate shall be prominently displayed at the  
7 applicant's primary place of business. A record of all  
8 Certificates issued under this Article shall be maintained by the  
9 Development Services Department.

10 Sec. 25-159 - Rejection of Application.

11 A. The Registration Administrator may reject an application  
12 for general business registration for any of the following reasons:

13 1. Deficient application or documentation;

14 2. False or misleading information included in the  
15 application; or

16 3. The existence of an outstanding code violation at the  
17 property, unless the applicant can provide satisfactory assurance  
18 that the violation will be cured in a reasonable time, and the  
19 conducting of business pending said correction will not endanger  
20 the public health, safety, or welfare of the City, residents, or  
21 patrons of the business.

22 B. Upon rejection, the Registration Administrator shall  
23 promptly, and in writing, notify the applicant of all deficiencies  
24 and

1 C. In the event an application is rejected for any of the  
2 above reasons, the applicant shall correct any deficiencies and  
3 re-apply.

4 Sec. 25-160 - Confidentiality.

5 To the fullest extent allowed by law and/or court order, the  
6 City will maintain applications, information, and documentation  
7 submitted and/or generated as part of registration under this  
8 Article confidential and not available for public viewing.

9 Sec. 25-161 - Amendments.

10 All entities shall notify the Registration Administrator of  
11 any material changes to the information supplied as part of its  
12 annual registration within seven (7) days of any change. A failure  
13 to notify the City of a change in information may result in  
14 penalties as set forth in this Article.

15 Sec. 25-162 - Noncompliance; Penalties.

16 Any entity violating any provisions of this Article commits  
17 an administrative violation and may be fined not less than twenty-  
18 five dollars (\$25.00) and no more than two thousand dollars  
19 (\$2,000.00), plus costs, for an offense, and a separate offense  
20 shall be deemed committed on each day during, or on which a  
21 violation occurs or continues.

22 Sec. 25-163 - Suspension or Revocation of Business Registration  
23 Certificate.

1 A Business Registration Certificate issued under this Article  
2 may be suspended or revoked for any of the following reasons:

3 A. A violation of a provision of this Article, including  
4 failure to complete the annual renewal requirements;

5 B. A violation of any law of the State or any applicable  
6 City or county ordinance, which affects the public health, welfare  
7 and safety and which violation occurred as part of the operation  
8 of the business registered hereunder;

9 C. The holder of the Business Registration Certificate is  
10 more than forty-five (45) days delinquent in the payment of any  
11 debt to the City;

12 D. For the purposes of this Section, each Business  
13 Registration Certificate holder shall be deemed responsible for  
14 the acts of his agents or employees whether or not such holder  
15 knowingly permits or has actual knowledge of such unlawful acts  
16 stated in this Section.

17 Sec. 25-164 - Appeals; Hearing Process.

18 A. An entity against which a penalty has been assessed for  
19 a violation of this Article, or whose Business Registration  
20 Certificate has been suspended or revoked, may file an appeal with  
21 the Registration Administrator within fourteen (14) days of the  
22 date of assessment, suspension or revocation.

23 B. Upon receiving notice of a written appeal under this  
24 Article, the entity will be afforded the opportunity to appear

1 before the administrative hearing officer of the City.

2 Sec. 25-165 - Qualifying Registrations and Licenses.

3 Beginning with initial applications and renewals scheduled in  
4 calendar year 2020, all registrants and licensees for the following  
5 registrations or licenses shall as part, and as a condition of  
6 their application or renewal, provide the information required  
7 under Section 25-157:

8 A. Poolrooms and arcades under Article IV of Chapter 9 of  
9 this Code;

10 B. Shooting galleries, rifle ranges, or gun clubs under  
11 Article V of Chapter 8 of this Code;

12 C. Juice bars, dry cabarets, teenage cabarets, or other  
13 nonalcoholic bars under Article VII of Chapter 8 of this Code;

14 D. Pawnbrokers under Article VII of Chapter 25 of this Code;

15 E. Hotels and motels under Article X of Chapter this Code;

16 F. Tattoo establishments under Article XI of Chapter 25 of  
17 this Code.

18 Sec. 25-166 - Duties of City Officers and Employees.

19 A. Standardization of Application and Registration  
20 Information. By January 1, 2020, all Departments and Divisions of  
21 the City shall require applicants for any Qualifying Registration  
22 or License to provide the information specified under Section 25-  
23 157 as part of its annual registration or licensure process.  
24 Thereafter, all entities so registered or licensed shall be deemed

1 to have satisfied the requirements of this Article and the  
2 Registration Administrator shall issue a Business Registration  
3 Certificate.

4 B. Standardization of Forms. By January 1, 2020, the  
5 Information Technology Division shall prepare for all Departments  
6 and Divisions a standardized form, capable of being completed  
7 online, to collect the registration data required by this Article.

8 C. Maintenance and Security of Data. The Information  
9 Technology Division, on behalf and at the direction of the  
10 Registration Administrator, shall securely maintain the  
11 registration data required by this Article. The Information  
12 Technology Division shall further ensure that the registration  
13 data is integrated into and accessible from the City's computer  
14 aided dispatch system as soon as such integration or accessibility  
15 is feasible.