

Privilege License Process

The City of Benton requires all individuals or companies who come into the city limits of Benton to do business to obtain a Privilege or Business License.

Application Process & Requirements:

1. Complete an application. Cost of the license is \$50 plus \$1 per employee who works over 20 hours per week. That can be paid upfront or when the license is issued. The license expires at the end of each year and is not prorated.
2. Corporations need to supply a list of officers with corporation information.
3. Food service business' need to submit a copy of their Health Department Certificate of Inspection.
4. Commercial Daycare Facilities need to submit a copy of their Health Department Certificate unless operating from your home with 6 or fewer children.
5. Remodeling Contractors need to supply a copy of their State Remodeling Contractors License.
6. Verify that the property is zoned correctly. A zoning map is located in the Community Development Department.
7. The parking lot **has** to be paved for commercial businesses.
8. Physical address has to be discernable from the street with at least 6" letters for commercial establishments.
9. A business setting up on the side of the road needs to submit written permission from the owner's of the property.
10. Home Occupation Permits are required if you are operating out of your home.

Approval Process – Takes 7 to 10 business days

A background check is conducted on the individual requesting a license. All corporations are verified to be in good standing. For commercial establishments an outside electrical inspection is performed by Customer Service. An inspection is done by the Fire Department. An inspection is done by the Water Department and Sewer Department. Some businesses will be required to have an RPZ and a grease trap. The building inspector verifies that the structure is up to code. Animal facilities are inspected by Animal Control.

License Issued

Take a copy of your license to the Customer Service Department so your electricity can be connected. Your electricity can not be connected until you have received your Privilege License.