

City Clerk's Office

Privilege License Process

The City of Benton requires all individuals or companies doing business inside Benton city limits to obtain a Privilege or Business license.

Application Process & Requirements:

- Complete a Privilege License application. Cost of the license is \$50 plus \$1 per employee working over 20 hrs/week. This fee may be paid upfront or when the license is issued. *The license expires at the end of each calendar year and is NOT prorated.*
- Food service businesses must complete a separate A&P Tax Permit application and include a copy of their Sales Tax Permit and Health Department Certificate of Inspection.
- Businesses that sell any form of alcohol must complete a separate Controlled Beverage Permit application and include a copy of their state alcohol permit.
- Daycare Facilities must submit a copy of their Department of Human Services approval, as well as their Health Department Certificate if providing food.
- Remodeling Contractors must supply a copy of their State Remodeling Contractor License.
- Verify that the property is zoned correctly. A zoning map can be found in the Community Development department.
- The parking lot **MUST** be paved for commercial establishments. (Ordinance 14 of 2017)
- Physical address must be discernable from the street with at least 6" letters for commercial establishments. (Ordinance 78 of 2007)
- A business setting up on the side of the road must submit written permission from the owners of the property.
- Home Occupation Permits are required if you are operating out of your home inside Benton city limits.

Approval Process (takes approximately 3-5 business days):

- All corporations are verified to be in good standing.
- For commercial establishments, an outside electrical inspection is performed by customer service.
- An inspection is conducted by the Fire Department.
- An inspection is conducted 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 and complies with current zoning standards.
- Animal facilities are inspected by Animal Control.

NOTE: To connect to utilities or have them transferred to your name, you must provide a copy of the Privilege License or proof that a Privilege License application has been submitted and paid for.