

Frequently Asked Questions

Do I need to renew my license each year?

Business licenses are divided into two separate groups according to their Map Block Lot number which is attached to the property and each group has two year cycles. All businesses on properties with Map Block Lot numbers up to 305-4-4 are renewed, once licensed, in the even numbered years. All businesses on properties with Map Block Lot numbers 305-4-4 and above are renewed, once licensed, in the odd number years. If the Licensing Department does not receive the renewal fees, either in the office or post marked by April 30th of the year it is due, the licensee will be required to begin the licensing process over, which includes a new application, fees and inspection. Getting your renewal in early or on time eliminates unnecessary inconveniences for your business. Watch for your renewal in the mail come January / February.

What is Personal Property Tax?

Personal Property Tax is tax on the equipment pertaining to the business such as appliances in a rental unit. The Assessors Department sends out Personal Property Tax bills in August which covers from July 1st of the current year to June 30th of the next year. If your Personal Property Tax bill is unpaid at the time the business application is submitted, or upon renewal, the business license cannot be granted or renewed. Any questions regarding how Personal Property Tax is computed should be directed to the Assessors Department in Town Hall.

What does the inspector look for?

The Code Enforcement Officer will look for life safety issues and code compliance, such as smoke detectors, proper egress, electrical and plumbing installations. The most common problem facing renters is egress windows. Each sleeping room in the rental property requires one egress window. An egress window is a window that has a certain square footage of open area to allow an emergency responder into or out of the building. If you have concerns whether your windows are egress compliant, you can download our egress window handout on the main licensing page or give us a call!

What is the difference between seasonal and year-round rental?

A year-round rental is one that is properly insulated and equipped to sustain occupancy throughout the year.

A seasonal rental, means any rental unit, including hotels, motels, cabins, condominiums, single-family homes, duplexes or multifamily dwellings which are rented or available to be rented only during the period March 1st to December 1st. (A seasonal rental does not reflect the number of renters you may have during the summer season).