

2025 BUSINESS LICENSE SERVICE COST STUDY

To establish the appropriate fees, a study was conducted through interviews with business license staff to assess the average time required for each function within the designated fee categories. The Full Cost of processing each fee was calculated by multiplying the Fully-Burdened hourly cost by the time needed to complete the process. A subsidy was then applied to determine the Suggested Fee, ensuring a balanced pricing structure.

Description	Current Fee/Charge	Notes	CD Permit Process - PERM SPEC I	CD Permit Process - PERM SPEC II	CD Permit Process - SR PERM SPEC	CD Entitle - ASSIST PLANNER	CD Entitle - PR PLANNER	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
			\$118.15	\$163.65	\$201.96	\$170.52	\$280.46					
Business License (10 or more employees)	\$ 95.59		0.50	0.50	0.05	0.26	0.04		\$ 206.55	28%	\$ 148.00	\$ 52.41
Reduced Business License Fee (9 employees or less)	\$ 68.57	Per IMC 4-6-216	0.50	0.50					\$ 140.90	100%	\$ -	\$ (68.57)
Business License Renewal (10 or more employees)	\$ 68.57		0.25	0.25	0.05	0.26	0.04		\$ 136.10	28%	\$ 98.00	\$ 29.43
Reduced Business License Renewal (9 employees or less)	\$ 68.57		0.25	0.25	0.05	0.26	0.04		\$ 136.10	47%	\$ 72.00	\$ 3.43
State Mandated Fee for Each Paid Business License	\$ 4.00	SB 1186	0.25	0.25					NA	NA	\$ 4.00	\$ -
Business License Certificate Amended for Business Name and Mailing Address	\$ 68.57	IMC 4-6-231	0.36	0.36					\$ 101.45	16%	\$ 85.00	\$ 16.43
Business License Certificate Amended for Physical Location	\$ 47.79		0.25	0.25					\$ 70.45	0%	\$ 70.45	\$ 22.66
Business License – Non-sufficient funds	\$ 25.98	GC 1719	0.38	0.38					NA	NA	\$ 25.00	\$ (0.98)
Business License Late Fee (no existing license)	\$ 71.69	each year license is overdue	0.50	0.50					\$ 140.90	21%	\$ 111.00	\$ 39.31
Business License Late Fee (renewals)	\$ 47.79	each year license is overdue	0.25	0.25					\$ 70.45	0%	\$ 70.45	\$ 22.66
Processing fee for refunds of denied business license	\$ 23.90	Per IMC 4-6-229	0.50	0.50					\$ 140.90	74%	\$ 37.00	\$ 13.10
Replacement Fee for Business License Certificate	\$ 23.90	IMC 4-6-229	0.25	0.25					\$ 70.45	65%	\$ 25.00	\$ 1.10

