



**TOWN OF ALPINE
BUSINESS LICENSE NOTICE
CALENDAR YEAR 2023**

We have recently updated our Business License Ordinance. We have switched from a fiscal year July 1st – June 30th to a calendar year January 1st – December 31st.

If you have already purchased a Business License for FY 2022 – 2023 we will be providing a credit of \$30.00 to you to be applied to your 2023 Calendar year license.

Please find the attached application for your 2023 Business License. Please note that we need the application filled out in its entirety **(if a section does not apply to you mark N/A)** and all requested documentation attached along with the signature **from the Owner/Applicant on the back page on the bottom** portion of the application for it to be considered complete.

With this change to our Business License ordinance after completing this current application, we will no longer require yearly applications to be completed. We have purchased a new business license program to eliminate the excess work of a new application each year. A reminder notice will go out each year for Business License Renewal and this reminder will ask you to update any information if needed and submit your yearly fee.

#299 Ordinance No 2022-17

299-08 LICENSE FEES

- a. The yearly business license fee for each business required to obtain a license under this ordinance shall be **\$100.00**, except for those business set out below.
- b. The following businesses shall be required to pay in accordance with the fee schedule as set forth in Table below:

TYPE	CURRENT YEARLY FEE
RENEWAL (had a business license from the Town the previous year 2022/2023)	\$75.00
DOOR TO DOOR	\$45.00 one day
Food Wagon or Stand	\$45.00 (1-4 Consecutive Days)
Special Events	\$45.00 (1-4 Consecutive Days)
Temp. Transient Merchant	\$45.00 (1-4 Consecutive Days)
Installation Permit/Expositions	\$45.00 (1-4 Consecutive Days)

Remember ** If you are **engaged in business** in the Town of Alpine, whether you have a physical location here in Alpine, you need a business license i.e., Real Estate Companies, Sub Contractors, etc. Should you have any questions about the licenses, please refer to the website at www.alpinewy.gov. Look under permits and forms in the Business License Application tab and you will see a link for the complete Business License Ordinance # 299.



Submit your application along with your check payable to: "Town of Alpine" Remittance address: PO Box 3070, Alpine, WY 83128. **We now accept credit card payments however there is a 3% convenience fee for this process of payment.**

Should you have any questions, please contact the Town Office @ (307) 654-7757.
Thank you for your Cooperation!