



Permit Number

# APPLICATION

## ANNUAL BUSINESS LICENSE

### Business License Information

Per City Code Section 11-41, all businesses must obtain a business license with the City of Kennedale and must renew the license annually. The Annual Business License does not pre-empt or replace a Certificate of Occupancy. Please return completed form and \$25 to the City of Kennedale Planning Department or email to [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com). If your application is submitted via email, you will be contacted by phone to complete payment. Your application will not be accepted unless the entire application is filled and signed and payment is received. Applications are reviewed and processed in 5 business days. You will receive your Business License by email.

**If you have closed or moved out of the City of Kennedale, please notify the Planning and Permits Department.**

### Business Information

Business Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Description of business operation (please be very descriptive; include any food or beverage sales, service, and handling):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Texas Sales Tax ID Number (if applicable): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Phone: \_\_\_\_\_ Manager Email: \_\_\_\_\_

Emergency Contact Name and Relationship: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Emergency Email: \_\_\_\_\_

### Applicant Agreement

*I understand that failure to obtain a Business License is in violation of the Kennedale Municipal Code and can result in a citation and fine. By signing below I agree to these terms.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only		
Completeness Check		
Application form completely filled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application form signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	