



NEW BUSINESS CHECKLIST

SITE SELECTION AND RESOURCES

- Find a zone-compliant site for lease or purchase
- Referral(s) to resources to meet your specific needs
- Register your business with the E.D. office

COURTNEY LEWIS
Economic Development Executive Director
208.587.2173 • clewis@mountain-home.us

BUILDING SERVICES

- Check zoning ordinance for compliance
- Determine if a development meeting is required
- Apply for a Certificate of Occupancy

MICHAEL MCCAIN
Building and Zoning Official
208.580.2091 • mmccain@mountain-home.us

SIGNS

- Submit a Building Permit Application
*Only needed if you're changing/adding a sign for your business

MOUNTAIN HOME BUILDING SERVICES
<http://www.mhpublicworks.us/building-services/>

BUSINESS LICENSING

- Contact for business license requirements

MOUNTAIN HOME BUILDING SERVICES
<http://www.mhpublicworks.us/building-services/>

FIRE SAFETY

- Schedule a Fire Inspection
- Obtain a Burn Permit

MARK MOORE Fire Chief 208.861.1461 mmoore@mountain-home.us	BRIAN REED Fire Marshall 208.590.6142 breed@mountain-home.us
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UTILITIES

- Apply for city water and sewer
- Apply for garbage with Republic Services

CITY HALL • 208.587.2104 • Call or come in

REPUBLIC SERVICES • 208.345.1265
www.republicservicesidaho.com

ADDITIONAL STEPS

- Contact Central District Health Department
*Only needed for Food Service Establishments
- Register a New Business, File for Permits, Set up a Tax ID
- Contact Idaho Department of Transportation
*Only needed if your business is located along an Idaho State Roadway

CENTRAL DISTRICT HEALTH DEPARTMENT
Environmental Health • 208.327.7499

BUSINESS RESOURCES FOR THE STATE OF IDAHO
Business.idaho.gov/StartingaBusiness.aspx

IDAHO TRANSPORTATION DEPARTMENT
<http://apps.itd.idaho.gov/apps/formfinder2dmz>