

ARTICLE VII. - BUSINESS REGISTRATION

Sec. 22-220. - Purpose.

The purpose of this article is to provide for and establish an annual registration program to promote and protect the health, safety and welfare of the individual and business citizens of the town. As set forth herein, each business located in the town's commercial (nonresidential) areas must submit to the town certain information regarding the business and pay a registration fee solely to help pay for the town's administration, coordination and implementation of the program. Among other things, the information collected by the town through the program will be used to facilitate and enhance the town's provision of emergency services, including police, fire, and emergency medical services, to help ensure that important and critical town notices, such as notices regarding water restrictions, are distributed throughout the business community, to help confirm that local sales and use taxes have been allocated to the appropriate municipality, and to promote its business community through business demography.

(Ord. No. 011-073, § 2, 11-22-11)

Sec. 22-221. - Definitions.

In this article, the following:

Business means any for-profit or nonprofit commercial, industrial, or professional operation, occupation, work or trade, or any other business of any kind, including, without limitation, any sole proprietorship, partnership, limited partnership, joint venture, association, corporation, limited liability company, franchisee, cooperative, or any other entity recognized by law that owns, leases, or occupies any premises.

Business manager means a person with administrative authority over a business.

Premises means any property, site, or place within the town that is located within a commercial (nonresidential) area of the town, including any area that is zoned local retail, commercial, or industrial, and any area that is zoned planned development and which identifies or includes a retail, commercial, or industrial use as a use that is authorized (whether as a matter of right, upon the issuance of a special use permit, or otherwise).

Register or registration means the submission to the town of a fully completed registration form.

Registration fee means the fee for registration set forth in Section 22-222, below.

Registration form means a form provided by the town to be completed by a business and pertaining solely to the business and its location(s) in the town, including the business's legal name, assumed name(s), telephone number, facsimile number, and street address, the name and telephone number of a person at the business to contact in the event of an emergency, the number of persons employed or otherwise working (whether full time or part time) at the business, the type of business being conducted, and such other related information as the town manager may require.

Town manager means the manager of Town of Addison or the town manager's designee.

(Ord. No. 011-073, § 2, 11-22-11)

Sec. 22-222. - Registration required; fee.

- (a) All businesses within the town on January 1 of each year, beginning January 1, 2012, shall register with the town and pay a registration fee in accordance with this article. Registration and payment of the registration fee must be completed no later than January 31 of each year.
- (b) Registration is valid only for the year in which it is issued, and will expire at the end of that year. A new registration is required each year. The fee for registration is \$50.00.
- (c) A business that commences its initial operations within the town after January 1 shall register but shall not be required to pay a registration fee. Such registration shall be completed not later than (i) 30 days after the business commences its initial operations at its premises or (ii) the date the city issues a certificate of occupancy for its premises, whichever is earlier.
- (d) A certificate of occupancy for the premises of a business may be withheld if a business has not registered, or has not provided the town with information changes following registration, in accordance with this article.
- (e) If during any year any information included within a registration form changes following registration, the business that filed the registration shall, within 30 days following the date of such change, notify the town of the change.

(Ord. No. 011-073, § 2, 11-22-11)

Sec. 22-223. - Registration revocation.

If the town manager makes a determination that any information in a business's registration form is false or incomplete, the town manager will give notice to the business of that determination and allow the business not less than ten days to correct the information. If the business fails to correct the false or incomplete information and provide accurate and complete information, the town manager may revoke the registration. The town manager shall notify the business of such revocation.

(Ord. No. 011-073, § 2, 11-22-11)

Sec. 22-224. - Late charge; enforcement; penalty.

- (a) A business that fails to timely pay a registration fee shall pay a late charge, as an administrative charge, equal to ten percent of the registration fee for each month, up to six months, that the fee was not paid. In no event shall such late charges, to the extent they may be considered to be interest under applicable law, exceed the maximum lawful rate of interest.
- (b) The town may revoke a certificate of occupancy for any business that fails to register and/or pay the registration fee.
- (c) The town may enforce any of the provisions of this article by any lawful means, including, without limitation, the filing of suit to collect any registration fee and late charge owed hereunder.
- (d) It shall be unlawful for a business, or any business manager of a business, to fail to register a business as required by this article. A business, or any business manager of a business, that violates or fails to comply with any provision of this article shall be fined, upon conviction, in an amount not to exceed \$500.00, and a separate offense shall be deemed committed each day during or on which a violation or failure occurs or continues.

(Ord. No. 011-073, § 2, 11-22-11)