



**Planning and Development Services**

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## Request for Waiver of Penalty Fees Assessed to Business

Business Name: \_\_\_\_\_ Business License # \_\_\_\_\_

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

Current Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to meet with a hearing officer.

I would prefer to have a paper review and not meet with the hearing officer.

**Description of reason for request:**

**Person requesting waiver:**

Signature \_\_\_\_\_ Print \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

### **5.16.090 Fee payments—Constructive Notice of Time Periods Delinquency penalties.**

- A. All license fees provided for in this chapter shall be paid in advance to the license office prior to license approval. Annual renewal fees shall be paid prior to the last day of the month in which the license was originally issued.
- B. All businesses, owners, licensees, or applicants are obligated to be aware of and are deemed to have constructive notice of all time periods and deadlines for business license renewal and the effect of non-compliance with those time periods and deadlines, as set forth in these ordinances, relating to the application, issuance, renewal, expiration, appeal or other action regarding business licenses, alcohol licenses, or any other licensing matters set forth in this Title. Nothing in this Title shall be construed as requiring the County to take any affirmative action to notifying businesses, owners, licensees, applicants of any time periods or deadlines or the effect of non-compliance with those time periods or deadlines, as set forth in this Title, relating to the application, issuance, renewal, expiration, appeal, or other action relating to business licenses, alcohol licenses, or any other licensing matters as set forth in this Title.
- C. In the event renewal fees are not received at the license office within thirty days of the date the fees are due, the licensee may be required to reapply for a business license and shall pay a penalty of twenty-five percent of the fees due as part of the reissuance fee. In the event the renewal fees are not received at the license office within sixty days of the date that the fees are due, the licensee may be required to reapply for a business license and shall pay a penalty of one hundred percent of the fee due as part of the reissuance fee.
  1. The imposition of penalties for the late payment of business license fees, as established in this section, may be waived by the County Council upon the licensee's showing of good cause. "Good cause" must constitute exceptional circumstances of a material and substantial nature which are beyond the licensee's control.

#### **Good cause may be demonstrated by:**

- Any error by the county affecting the amount or imposition of the license fee;
- Medical circumstances or other incapacity of the licensee;
- A disaster or Act of God precluding timely payment;
- A good faith and reasonable dispute, not yet resolved, between the licensee and the county regarding the need for a license or the imposition or amount of a license fee.