



**CITY OF COLUMBIA**  
**BUSINESS LICENSE DIVISION**  
**BUSINESS LOCATION ADDRESS CHANGE FORM**

NAME OF BUSINESS: \_\_\_\_\_

NAME OF APPLICANT/BUSINESS OWNER: \_\_\_\_\_

**OLD ADDRESS OF BUSINESS:**

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**NEW ADDRESS OF BUSINESS:**

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**NEW MAILING ADDRESS OF BUSINESS:**

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TYPE AND NATURE OF BUSINESS: \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING REQUIREMENTS BEFORE A NEW BUSINESS LICENSE CAN BE ISSUED FOR YOUR NEW LOCATION:**

- IF YOUR BUSINESS IS LOCATED INSIDE THE CITY LIMITS OF COLUMBIA AND STRUCTURAL CHANGES WILL OCCUR AT YOUR BUSINESS LOCATION, A BUILDING PERMIT MUST BE OBTAINED FROM THE BUILDING & SITE DEVELOPMENT DIVISION (573-874-7474).
- AN INSPECTION BY THE FIRE DEPARTMENT IS ALSO REQUIRED FOR ALL COMMERCIAL BUSINESSES LOCATED INSIDE THE CITY LIMITS (573-874-7556).

BUILDING & SITE DEVELOPMENT DIV. APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE DEPARTMENT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS LICENSE DIVISION APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_