

# THINKING OF STARTING YOUR OWN BUSINESS?

**The City of Dubuque  
does not currently require a license for most standard businesses.  
However, business licenses are required for the following:**

Junk and Salvage Sales - Buying or receiving old or scrap metals, motorized vehicles, or parts thereof, or tires for resale in whole or in part as junk or as used parts. Licenses expire January 31<sup>st</sup> of each year and have an annual fee of \$75.

Pawn Broker - Person who makes loans or advancements upon pawn, pledge, or deposit of personal property or who receives personal property as security for a loan. Licenses expire January 31<sup>st</sup> of each year and have an annual fee of \$75.

Secondhand Dealer - Person who purchases or receives used goods or materials for the purpose of resale. Licenses expire January 31<sup>st</sup> of each year and have an annual fee of \$75.

Solicitor's License (Peddler, Transient Merchant, Door-to-Door Sales) - Offering or displaying goods, wares, merchandise, products or services for sale or taking orders for future delivery. Minimum of 60 days with a fee of \$100 and a maximum of 180 days with a fee of \$300.

Taxicab Business - Any business who operates a motor vehicle in the transportation of persons and who receives compensation for this service. Licenses expire March 31<sup>st</sup> of each year and have an annual fee of \$15 per license and \$30 per vehicle.

Taxicab Driver Permit - Any person who is employed by a Taxicab Business and operates a motor vehicle in the transportation of

persons. Permits expire December 31<sup>st</sup> of each year and have an annual fee of \$10.

**The following are just a few useful contacts which you may find helpful in answering questions about your business organization.**

***City Contacts for In-Home Businesses:***

**City of Dubuque Planning Services Department**

50 W. 13th St.

Dubuque, IA 52001

563.589.4210

***City Contacts for Commercial Store-Front Businesses:***

**Planning Services Department**

50 W. 13th St.

Dubuque, IA 52001

563.589.4210

**Building Services Department**

50 W.13th St.

Dubuque, IA 52001

563.589.4150

**Economic Development Department**

1300 Main St.

Dubuque, IA 52001

563.589.4393

**Fire Headquarters**

11 W. 9th St.

Dubuque, IA 52001

563.589.4160

**Health Services Department**

City Hall Annex

1300 Main St.

Dubuque, IA 52001

563.589.4181

***Local Contacts:***

**ECIA**

(East Central Intergovernmental Association)

3999 Pennsylvania Ave., Suite 200

Dubuque, IA 52001

563.556.4166

**Small Business Development Center  
of Northeast Iowa**

900 Jackson Street, Ste.110

Dubuque, IA 52001

563.588-3350

[www.iowasbdc.org/regional-center/dubuque/](http://www.iowasbdc.org/regional-center/dubuque/)

[www.nicc.edu/solutions](http://www.nicc.edu/solutions)

***State and Federal Contacts:***

**Iowa Secretary of State**

Statehouse

Des Moines, IA 50319

(515) 281-5204

[sos@sos.state.ia.us](mailto:sos@sos.state.ia.us)

<http://www.sos.state.ia.us/>

**Iowa Department of Revenue**

**Taxpayer Services**

P.O. Box 10457

Des Moines, IA 50306-0457

515-281-3114

800-367-3388

<http://www.iowa.gov/tax/business/business.html>

**IRS Taxpayer Assistance Center**

210 Walnut St.

**Federal Tax Identification:**

513.684.2979

Des Moines, IA 50309

800.937.8864

(515) 284-4240

<http://www.irs.ustreas.gov/businesses/index.html>

<http://www.irs.ustreas.gov/formspubs/index.html>