



## INDUSTRIAL BUSINESS INCUBATOR LEASE APPLICATION

This application is for leasing of one of the suites in the Driggs Industrial Business Incubator located at 971 N Hwy 33 in Driggs for a new or expanding business engaged in light manufacturing, research and development or business services as defined in the Driggs Land Development Code. Applications must meet the stated minimum criteria on page 2 and will be responded to on a first-in-line basis until vacancies are filled. Once completed, please submit this form to the City of Driggs Community Development Director via email to [DSelf@DriggsIdaho.org](mailto:DSelf@DriggsIdaho.org) , via mail to PO Box 48, Driggs, ID 83422, or in person to 60 S Main St, Driggs, ID. Additional information regarding the spaces available at the Industrial Business Incubator can be obtained online at <https://driggsidaho.org/departments/community-and-economic-development/incubators>

Name of Business: \_\_\_\_\_

Business Ownership Structure (LLC, Sole Proprietorship, etc.): \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Brief Description of Business (products/services, customers, hours of operation):

Brief Description of Business Needs (floor area, utilities, rollup door, etc.) and preferred unit (see pg. 2):

Preferred Lease Start Date: \_\_\_\_\_

Is the Business Existing? \_\_\_\_\_. If Yes, Please Complete the Following:

Physical Address of Business: \_\_\_\_\_

Length of Time Business has Existed: \_\_\_\_\_ Existing Floor Area: \_\_\_\_\_

Number of Employees (including owner): Full-Time \_\_\_\_\_, Part-Time \_\_\_\_\_

Will the Business Operate at Any Other Location (if so, please note where and for what purpose(s))?

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Please Either Attach A Business Plan (business plans will remain confidential), **Or**  
Describe Your General Business Goals and the Status of Any Required Start-Up Financing:

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**DRIGGS INDUSTRIAL BUSINESS INCUBATOR – TENANT CRITERIA**

1. The business is a start-up (no existing location) or an existing business with fewer than 5 employees that is relocating from another location in order to expand, which would not be possible at the current location.
2. The business will be engaged primarily in light manufacturing, research and development or business services as defined and restricted by the Driggs Land Development Code; and
3. The application demonstrates a need for business incubation and a clear plan for growth of the business, which will include the addition of jobs paying above the current Teton County median wage for the type of industry, as reported by the Idaho Bureau of Labor Statistics;
4. The business does not substantially duplicate an existing business model in the City and increases economic diversity in the City;
5. The business plan or application demonstrate sufficient planning and capacity (start-up capital is secured if needed);
6. The business is in good standing with the State of Idaho and City of Driggs.

**DRIGGS INDUSTRIAL BUSINESS INCUBATOR – CURRENT MONTHLY LEASE RATES (2025-2026)**

*Lease rates do not include electricity or propane*

Lease Year	SW Warehouse (1098sf) + SW Office (445sf)	E Warehouse (1038sf)	SE Kitchen (648sf)	West Kitchen (785sf) + West Office (375sf)
1	\$917	\$618	\$454	\$812
2	\$983	\$662	\$486	\$870
3	\$1049	\$706	\$518	\$928
4	\$1,114	\$750	\$551	\$986
5	\$1,180	\$794	\$583	\$1,044

No renewals beyond year 5, without special City Council authorization.

-For Office Use Only-

Date & Time Received: \_\_\_\_\_

Approved/Rejected: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Lease Execution Date: \_\_\_\_\_