

**Blue Box – Office Use**   **White Box – Applicant**

**Application Fee: \$150**  
**Per Employee: \$6**

# Business License Application

Date: _____	Business License #: _____
Community Council: _____	APN #: _____
Zone: _____	Application Accepted by: _____

**Request** (check all that apply):       New Business       Ownership Change

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Location: \_\_\_\_\_ City: \_\_\_\_\_ State: Utah Zip: \_\_\_\_\_

Business Web Address: \_\_\_\_\_ Business Email: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Briefly Describe Your Business:

## YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

Please submit all the items marked in the “Yes” column.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Verification that your Business Name has been registered with the Utah Department of Commerce. <i>(This document is always required unless the Business Name is your exact legal name.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Sales Tax Number (STC) (When the business sells a product)
<input type="checkbox"/>	<input type="checkbox"/>	Employer Identification Number (EIN) <i>(When there are employees, not including the owner, or for a Corporation, Partnership or Limited Liability)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Property Owner / Manager Authorization:

This form must be completed in addition to the business license application for individuals leasing their office space (commercial businesses) or residence (home-based businesses).

This form **MUST** be completed by either the owner of the property, a property management group designated by the owner, or the registered agent of the company. This form must be signed in the presence of a notary by the authorized agent, and the date the document is signed must correspond with the date the document is notarized.

This form will **NOT** be accepted if it is signed by an authorized agent prior to the date the document is notarized.

## Home Business Fee Exemption

Per Utah Code 17-53-216(4)(b) a county may charge a license fee for a home based business unless the combined offsite impact of the home based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone.

Are you seeking exemption from Business License fees under Utah Code 17-53-216(4)(b) or 10-1-203(7)(b) ?    Yes    No

If yes please explain how you meet the exemption requirements.

Yes  No **Do you use a status verification system to verify the legal working status of all employees?**

Private employers who employ 15 or more employees are legally obligated to verify the working status of all employees.

## OWNER INFORMATION

### OWNERSHIP TYPE:

Sole Proprietorship  Corporation\*  Partnership\*  Limited Liability\* (\*Requires EIN)

### OWNERS NAME:

First: \_\_\_\_\_ Last: \_\_\_\_\_ Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## CORPORATION INFORMATION

**Corporate Name:** \_\_\_\_\_

### CORPORATION OFFICERS/PARTNERS/MEMBERS:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

Corporate Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## LOCAL CONTACT/AGENT INFORMATION

Contact Name: \_\_\_\_\_ Position:  Owner  Manager  Employee

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Salt Lake County Code of Ordinances. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

I would like my Business License Renewal Form sent to:

Owner's Mailing Address  Business Address  Corporate Address

Please Note: Your business license will expire one year from the date issued, and all licenses must be renewed annually. Any license renewed 30 days after the expiration date will be assessed a penalty fee.

As per Salt Lake County Code of Ordinance, Section 5.16.090

*“. . . it is the responsibility of the licensee to renew the license and failure to receive a renewal statement does not excuse this responsibility. . .”*

Applicant's Signature: \_\_\_\_\_

**Sales Tax Number: (STC)**

\_\_\_\_\_

**Federal Tax Id#: (EIN)**

\_\_\_\_\_

**Occupancy Classification:**

\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SIC Code:**

\_\_\_\_\_

**Number of Employees:**

\_\_\_\_\_