



**UINTAH COUNTY
COMMUNITY DEVELOPMENT**

152 East 100 North, Vernal, Utah 84078
435-781-5336 Fax 435-781-5352

STEPS TO OBTAINING A UINTAH COUNTY BUSINESS LICENSE

STEP ONE: DETERMINE IF YOU NEED A CONDITIONAL USE PERMIT (CUP)

At the time of applying for the business license, it will need to be determined whether or not a CUP should be issued. This will be determined by the type of business and zoning of the property on which the business is located. Please ask the Community Development Department for this information.

STEP TWO: REGISTER YOUR BUSINESS WITH THE STATE

All corporations and each business name must be registered with the State of Utah. Go to osbr.utah.gov (801-530-4849) to register with the state.

If you have a state professional license, submit a copy with this application.

If you have questions concerning your professional licensing, contact the office of the Utah Department of Professional Licensing at 1-866-275-3675, dopl.utah.gov.

STEP THREE: COMPLETE APPLICATION AND OBTAIN REQUIRED APPROVALS

You may need to obtain approval from other departments such as the Sheriff, Fire Marshall, or Health Department. These approvals are not required for most home based businesses, but please be aware that these approvals will be required for certain types of businesses. Please contact the Community Development Office to inquire about required approvals.

STEP FOUR: GET APPROVAL FROM THE COUNTY COMMISSION

Return your application to the Community Development office. All completed business license applications will be submitted to the County Commission in a regular scheduled meeting (usually every Monday) upon completion of all required information **and inspections**. Applicants *do not* need to attend this meeting unless informed otherwise.

IF YOU HAVE QUESTIONS, PLEASE CONTACT OUR OFFICE AT THE NUMBER LISTED ABOVE.



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BUSINESS LICENSE APPLICATION

Date of Application: _____

Date Paid: _____

License No: _____

Fee: \$ _____

Receipt No: _____

DIVISION CLASSIFICATION OF BUSINESS LICENSE (choose one)

DIVISION I – IN-HOME OCCUPATION

Please use the proper application for a Division I license if ALL of your business activities take place within the home and no public/customers come to the home.

DIVISION II – HOME BASED

FEE= \$100 + \$3.00 per F.T.E. or unit as applicable
\$1.50 per part-time employee; \$2.00 per space or room

of full-time employees excluding owners _____ # of part-time _____

BUSINESS NAME: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Property Serial number: _____ Are you the owner of the property? Yes _____ No _____

Phone Number: _____ Email: _____ Cellular Number: _____

Mailing Address: _____

APPLICANT NAME: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____ Cellular Number: _____

Date Of Birth: _____

Are you the owner of the business? Yes _____ No _____

Submit photo copy of each applicable number:

UTAH STATE SALES TAX #: _____ UTAH STATE DBA/ENTITY #: _____

UTAH STATE CONTRACTORS OR PROFESSIONAL LICENSE #: _____ EXPIRATION DATE: _____

Does your business require the public to enter your home for any reason? YES NO

Describe your business and the equipment used to manage it:

If your business includes **any vehicles or trailers you will need to provide a photo** of each at the time your application is submitted.

After Building & Zoning receives your application back from all other departments, & approvals have been completed for your business license, it will then be presented at the County Commission Meeting.

Your business license fee will cover from January to December of the year paid regardless of the month issued. For example, applying in March of 2009 will last through December 2009. Applying in September of 2009 will also last through December 2009.

If any license fee is not paid within forty-five (45) days of the due date, a penalty of fifty percent (50%) of the amount of such license fee shall be added to the original amount thereof. No license shall be issued until all penalties have been paid in full. If any license fee is not paid within ninety (90) days from the due date, the license shall become inactive. To reactivate the business license the business must meet current County Business License Regulations, pay the regular license fee, pay the penalty of fifty percent (50%) of the amount of such license fee plus a reinstatement fee of one hundred dollars (\$100.00), and get approval from the Uintah County Building, Planning, and Zoning Code Enforcement Officer.

I certify that the answers given herein are true and accurate to the best of my knowledge. I authorize Uintah County to make such investigations and inquiries of the criminal history and other related matters as may be necessary in arriving at a decision to authorize a license to operate and/or sell items specified and limited to the outline of the Business Classification and use. I hereby release law enforcement agencies or persons from all liability in responding to inquiries regarding my application. In the event of approval of the license, I understand that any false or misleading information given in my application may result in revocation of said license. I understand also that I am required to abide by all rules and regulations of Uintah County and other governing agencies.

I am also aware the approval or denial of my business license will take time to be processed as my application is reviewed by multiple departments within Uintah County.

Applicant's Signature _____ **Date** _____



Assessor's Form

Congratulations on the establishment of your new business. To smooth your business path, please be aware of the following statutory provisions relating to businesses:

- ❖ Utah Code, annotated 59-2-101 et seq., requires that each business pay property tax on the equipment and fixtures used in its operation.
- ❖ To assist the Assessor in determining what taxable equipment you have, Utah Code requires you to file an affidavit each year with the Assessor's Office.
- ❖ Business names are also picked up through phone listings and state and local government agencies. Property that has escaped taxation can be picked up and back billed to you with interest and penalties.
- ❖ The responsibility for business taxes is a personal obligation of the business owner.

Please fill out the applicable fields below (pick one of the three groups).

Existing Business: _____
Business Start Date (date began operating): _____
Name of Business: _____
Owner's Name: _____
Address of Personal Property: _____
Mailing Address: _____
Telephone Number: _____

New Business: _____
Business Start Date (estimated Commission approval date): _____
Name of Business: _____
Owner's Name: _____
Address of Personal Property: _____
Mailing Address: _____
Telephone Number: _____

Business Name Change/New Owner: _____
Prior Name of Business: _____
New Name of Business: _____
Owner's Name: _____
Address of Personal Property: _____
Mailing Address: _____
Telephone Number: _____

Type of Business: _____

What Type of Equipment Do You Have? (computers, machinery, furniture, file cabinets, manufacturing equipment, and estimate cost of office supplies)

Tenant Approval to do Business

I (We) _____, the owner(s) of the real property located at _____, defined with parcel #____:____:____, do authorize _____ to use my (our) property, presently rented, for a business.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, the above signer(s) of this agent authorization form personally appeared before me and duly acknowledged to me that they executed the same.

(Notary)